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## Phoenix Union High School District No. 210 and "Representative Groups" (1986)

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## Phoenix Union High School District No. 210 and "Representative Groups" (1986)

### Keywords

collective labor agreements, collective bargaining agreements, labor contracts, labor unions, United States Department of Labor, Bureau of Labor Statistics

### Comments

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**PROFESSIONAL AGREEMENT  
FOR  
1986-1987**

7-1-86  
6-30-87

**Phoenix Union High School District No. 210**

2/6/87

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## GOVERNING BOARD POLICIES

### 6.1.P Individual Employee Rights

#### 6.1.1 Citizenship Rights

Employees shall be entitled to full rights of citizenship. There shall be no disciplinary action or other discrimination against any employee on the grounds of race, age, creed, religion, sex, national origin, ethnic identity, marital status, handicapping condition, or any other characteristic or political activity that is not directly related to job performance or the provisions of these policies, regulations and procedures. The Governing Board undertakes and agrees that it will not directly or indirectly discourage or deprive or coerce any employee in the employment of any rights conferred by the statutes, applications, regulations and constitutions of Arizona and the United States.

Additionally, such positive actions as may be necessary to correct the effects of advertent or inadvertent discrimination in the representation and utilization of minorities and women in the work force at all levels will be implemented.

This policy extends to recruitment, selection, wages, benefits, tenure, promotions, training programs, use of District facilities, terminations, layoffs, recalls, and all other terms, conditions and privileges of employment.

#### 6.1.2 Discipline Without Just Cause Prohibited

Employees shall not be disciplined, reprimanded, reduced in rank or compensation, or deprived of any professional rights and privileges without just cause established through due process.

#### 6.1.3 Employee Files

The Governing Board is pledged to a policy of maintaining confidential employee files open to the employee, other than for materials noted as exceptions in the appropriate Administrative Regulations. In addition, copies of the assessment and evaluation of an employee are confidential and shall not be released or shown to any person except as permitted by statute, required by court order, or by administrators reviewing files.

#### 6.1.4 Academic Freedom

Academic freedom shall be guaranteed to employees in order to create in the classroom an atmosphere of freedom which permits students to raise questions dealing with critical issues of the time and which maintains an atmosphere conducive of study, investigation, presentation and interpretation of facts which stress the interplay of ideas.

#### 6.1.5 Employee Assistance

In the case of an assault upon an employee, or a complaint or suit by



third parties as a result of action taken by the employee while performing his/her duties, the District shall render all reasonable assistance to the employee in connection with the handling of the incident by law enforcement and judicial authorities.

#### 6.1.6 Membership in Professional Organizations

Employees within the District have the right to decide whether or not to join any particular professional organization without coercion from any administrator or fellow employee.

#### 6.1.8 Employee Privacy Rights

##### 6.1.8.1 Employee Lists

Lists of employee names and addresses will not be released.

##### 6.1.8.2 District Directories

Telephone directories listing district personnel will not be released except as authorized by the Superintendent.

#### 6.1.9 Insult or Abuse of Employees

A person who insults or abuses an employee in the confines of the school is guilty of a misdemeanor punishable by a fine and/or imprisonment in the county jail as provided in Arizona Revised Statutes.

#### 6.1.10 Special Student Problems

A teacher shall be informed when a student is assigned to his/her class whose history of serious behavior deviation, psychological or physical problems indicate that s/he should be given special attention.

#### 6.1.11 Grievances

Employees have the right, without fear of reprisal, to file complaints that a violation, misinterpretation or inequitable application of the personnel Policies, Regulations or Procedures and/or Handbooks has occurred. Appropriate grievance procedures shall be developed for this purpose.

#### 6.1.12 Appeal

(No Policy)

## 6.2.P Collective Rights

### 6.2.1 Organization Membership

Employees of the District shall have the right to freely organize, join and support employee organizations whose purpose is engaging in activities for mutual aid and support.

### 6.2.2 Representative Organizations

Each year three employee organizations shall be recognized as the agents. There shall be one for each of the following groups of employees: administrative, certified, and classified.

### 6.2.3 Meeting and Conferring

Under the provisions of ARS 15-502, the Governing Board is given the discretion to enter into a contract with employees which will determine wages and fringe benefits for the ensuing year.

Retained by the Governing Board is the right, among others, to establish and enforce rules and personnel Policies relating to the duties and responsibilities of employees and their working conditions which are not inconsistent with the provisions of the Agreement or violative of law.

6.2.3.1 Annually, the Governing Board shall review and consider for adoption such language as is mutually agreed upon through the Meet and Confer process. The adopted language will become a part of the Policies, Regulations and Procedures that will be distributed to all employees.

6.2.3.2 The Governing Board and the Representative Groups recognize that there are factors which could create an emergency situation. Therefore, any serious or significant changes which impact on personnel issues will not take place until the Representative Groups have been fully informed and have had an opportunity to Meet and Confer in an attempt to resolve the emergency.

### 6.2.4 Use of School Buildings

Any recognized Representative Group and its representatives shall have the right to use school buildings at all reasonable hours for meetings, scheduling such use with the principal/administrator/supervisor, or his/her designee, at the school, provided that this shall not interfere with or interrupt normal school operations. Direct expenses incidental to the meeting, other than those normally a part of the school operation, shall be borne by the Group.

6.2.4.1 Duly authorized representatives of the Representative Groups and the organizations with which the Group is affiliated shall be permitted to discuss matters pertaining to Group business with District personnel on campus at all reasonable times, provided

that this shall not interfere with or interrupt normal operations. Direct expenses of any meeting resulting from such discussions, other than those normally a part of the school operations, shall be borne by the Group.

#### 6.2.5 District Joint Committees

The Governing Board authorizes the Superintendent/designee and the Representative Group President to form advisory District Joint Committees to deal with issues facing the District.

#### 6.2.6 Meetings with the Superintendent

The Governing Board authorizes procedures to be established to facilitate meetings between the Superintendent and other Cabinet members and Representative Group members.

6.3.P Human Resources, Recruitment, Selection, Assignment, Transfer and Separation

6.3.1 Determination of Staffing Needs

Each year before budget adoption, staffing standards shall be prepared.

6.3.1.1 Innovative Programs

Changes and improvements in educational programs may involve changes in the length and number of class periods taught, the number of students assigned to a given class, and the length of the school year.

6.3.1.2 Salary Reductions

The Governing Board may reduce salaries or eliminate positions in order to operate the District more economically; however, the reduction shall be made in accordance with general salary reductions and applied equitably. Notice of such action must be made not later than May 1 of the calendar year.

6.3.1.3 Assignment of Personnel

Authority is vested in the Superintendent to recommend to the Governing Board the assignment, transfer, promotion, demotion, or termination of any employee in order to accomplish the mission, goals, and objectives of the District.

6.3.1.4 Job Descriptions

Job descriptions shall be developed identifying the duties, responsibilities, and qualifications for all classified, administrative and applicable certificated positions.

6.3.2 Procedures for Recruitment and Selection of Personnel

The Administration shall develop and follow appropriate procedures for recruiting and selecting all personnel.

6.3.3 Certificate, Degree and/or Special Preparation Requirements

For positions for which special certification, degree or preparation requirements have been identified, only candidates meeting those requirements will be considered for employment.

6.3.4 Contract for Employment

Employees of the District shall be employed under written contract.

Acceptance of a contract shall be in accordance with the manner prescribed by statute and/or Administrative Regulations.



### 6.3.5 Classification of Employment

Classification of employment within the District shall be established in accordance with applicable statutes, codes or regulations, as well as accepted employment standards and practices.

### 6.3.6 Voluntary Separation of Employment

6.3.6.1 Subject to the approval of the Governing Board, employees shall be permitted to resign while under contract providing the District is given 30 days notice and providing a suitable replacement can be found.

6.3.6.2 Employees planning to retire, resign or terminate their employment with the District at the end of a contract year are expected to notify the appropriate personnel in the District not later than April 1.

### 6.3.7 Mandatory Retirement

District employees shall be retired no later than the end of the contract year in which they reach the age of 70.

### 6.3.8 Dismissal of Employees

Employees may be dismissed for disciplinary reasons, for unsatisfactory job performance, and for economic reasons. The Administration is authorized to insure development of appropriate procedures for the respective employee groups, as may be prescribed by Arizona Revised Statutes.

### 6.3.9 Pre-Service and In-service Training and Retraining of Employees

Programs shall be established which provide professional growth opportunities for employees to receive orientation, be trained or retrained in concepts, methods, and/or content areas which will facilitate attainment of District goals, objectives and missions. The Administration is directed to establish such processes as may be appropriate to insure that the professional growth of employees is an ongoing, meaningful program.

6.4.P Evaluation

There shall be annual evaluations of the performance of each employee.

6.5.P Compensation and Benefits

6.5.1 Compensation

Within the limits of economic conditions, the Governing Board expects to maintain salary schedules for employees that are equitable and competitive.

6.5.2 Employee Benefits

In recognition of the contributions and efforts of the employees towards the goals of the District, certain benefit programs shall be established.

6.5.2.1 Social Security

All employees are insured under the Federal Insurance Contributions Act, known as Old Age and Survivors Insurance or Social Security, and are entitled to the benefits accruing therefrom.

6.5.2.2 State Retirement System

All employees, other than temporary, substitute or student employees are insured under the Arizona State Employees Retirement System or the Arizona State Retirement Plan and are entitled to the benefits accruing therefrom.

6.5.2.3 Industrial Commission Insurance

Employees of the District shall participate in the insurance plan of the Industrial Commission of Arizona in accordance with the law.

6.5.2.4 Holidays and Governing Board-Declared Recess Days

The annual school calendar as approved by the Governing Board shall identify the holidays and Governing Board-declared recess days to be observed in the District.

6.5.2.5 Vacations

All twelve-month employees shall have an annual vacation.

6.5.2.6     Insurance

The Administration is authorized to develop such employee insurance programs as deemed appropriate.

6.5.2.7     Leaves of Absence

The Governing Board authorizes the Administration to establish the necessary regulations pertaining to Leaves of Absence.

6.5.2.8     Early Retirement Program

The Governing Board authorizes the Administration to develop provisions for an Early Retirement Program.

6.5.2.9     Other Fringe Benefits

Such other fringe benefits may be instituted as may be approved by the Governing Board.



## 6.6.P Rules of Work

### 6.6.1 Paydays

The payment of salaries shall be made to employees every other Friday during their work year in accordance with the Arizona Revised Statutes.

### 6.6.2 Workday and Work Year

The Governing Board authorizes the Administration to establish an appropriate workday and work year for all employees.

### 6.6.3 Additional Assignment for Regular Certificated Personnel

The Administration shall establish such rules, Regulations, Policies and Procedures which will regulate personnel assigned to positions in the District outside their normal/regular contractual assignment.

### 6.6.4 Political Activity

Employees of the District shall be permitted to seek public office or participate in other political activity in accordance with the Administrative Regulations and guidelines established by the Administration.

### 6.6.5 Employment Outside of District Contracted Assignments

Employees shall be permitted to obtain employment in addition to their contractual assignment(s) with the District but must comply with the rules, regulations and procedures related to such employment.

### 6.6.6 Standards of Employee Conduct

All District employees are obligated to follow acceptable patterns of behavior and professional conduct that will result in accomplishing the primary objective of the Phoenix Union High School District which is providing students the best possible educational program.

#### 6.6.6.1 Employee Conduct/Discipline Handbook

The Employee Conduct/Discipline Handbook adopted by the Governing Board outlines the guidelines and procedures for employee disciplinary actions. Each employee will sign for a copy of the Employee Conduct/Discipline Handbook.

### 6.6.7 Ownership of Materials

Employees of the District may develop educational materials in accordance with District Regulations and Procedures.

## REGULATIONS

### 6.1.R Individual Employee Rights

#### 6.1.1 Equal Employment Practices

##### 6.1.1.1 Practices Prohibited

The following employment practices are prohibited:

- a. Administration of any test or other criteria which has a disproportionately adverse effect on persons, unless it is a valid predictor of job success.
- b. Recruitment of employees from entities which furnish as applicants only or predominately members of one group, if such action has the effect of discriminating on the basis of that group;
- c. Establishment of rates of pay which discriminate;
- d. Classification of jobs as being for males or females or other discriminatory notations;
- e. Provision of fringe benefits on any discriminatory basis;
- f. Any action based on marital or parental status. Pregnancies are considered temporary disabilities for all job-related purposes and shall be accorded the same treatment by the District as are all other temporary disabilities. No inquiries shall be made by the District in job applications as to the marriage status of an applicant, including whether such applicant is "Miss or Mrs." Inquiry may be made as to sex of a job applicant for employment if it is made of all applicants and is not a basis for discrimination;
- g. Any expression of preference, limitation, or specification, unless it is a bona fide occupational qualification for the particular job in question, shall be prohibited in all employment advertising.

##### 6.1.1.2 Enforcement

To ensure compliance with these Administrative Regulations, the Superintendent shall:

1. Designate a member of the Administrative staff to:
  - a. Coordinate efforts of the District to comply with this policy,
  - b. Develop and ensure the maintenance of a filing system to keep

all records required under this policy,

- c. Investigate any complaints of violations of this policy,
  - d. Develop affirmative action programs, as appropriate.
2. Provide for the publication of this Governing Board Policy and Administrative Regulation on an ongoing basis to employees, prospective employees, and District employee groups and organizations, such publication to include the name, office address and telephone number of the compliance administrator designated pursuant to this Regulation.

#### 6.1.2 Due Process for Employee Discipline

The Administration shall prepare, maintain and distribute to all employees a comprehensive procedural handbook to insure appropriate due process procedures for employee conduct and discipline.

#### 6.1.3 Employee Files

- 6.1.3.1 A master file of all materials related to an employee shall exist in the Employee Relations Division. Copies of the materials may be available in the office of the principal/administrator/supervisor.
- 6.1.3.2 All materials placed in the employee's file and originating within the District shall be available to the employee at his/her request for inspection, except as provided in 6.1.3.5 below, in the presence of the person(s) responsible for keeping the files.
- 6.1.3.3 Material originating within the District and which is derogatory to an employee's conduct, service, character or personality shall not be placed in an employee's file unless the employee has had an opportunity to read the material. The employee shall acknowledge that s/he has read such material by affixing his/her signature on the actual copy to be filed. The signature does not necessarily indicate agreement with the content of the material.
- 6.1.3.4 The employee shall have the right to answer any materials filed. His/her answer shall be submitted to the principal/supervisor and forwarded to the Assistant Superintendent for Employee Relations, who shall attach it to all file copies.
- 6.1.3.5 All references and information originating outside the District on the basis of confidentiality, and references and information obtained within the District in the process of recommending the employee for employment or change in position shall not be subject to these policies and therefore shall not be available for inspection by the employee.
- 6.1.3.6 The employee shall have the right to submit material for his/her file. This material shall be submitted to the principal/administrator/supervisor and forwarded to the Assistant Superintendent



for Employee Relations, who shall place all relevant material in the employee's file. Submitted material not placed in his/her file shall be returned to the employee.

#### 6.1.4 Controversial Issues

6.1.4.1 The Governing Board directs the Administration to establish guidelines for the selection of instructional materials and procedures for citizens to request review of such materials.

#### 6.1.5 No Regulation

#### 6.1.6 Membership in Professional Organizations

No employee shall be discriminated against with respect to hours, wages, or any terms or conditions of employment by reason of his/her membership in any Representative Group, participation in any activities of the Group, or participation in any grievance or complaint or proceedings with respect to any terms or conditions of employment.

#### 6.1.7 No Regulation

#### 6.1.8 No Regulation

#### 6.1.9 No Regulation

#### 6.1.10 Special Student Problems

6.1.10.1 A copy of the Student Disciplinary Manual shall be made available to every teacher.

#### 6.1.10.2 Physical and Psychological Problems

Notification shall be made to the teacher by the principal/designee within one week of such assignment.

#### 6.1.11 Grievances

The various steps in the Grievance Procedures available to all District employees are included in the appropriate Handbooks and/or Procedures.

Nothing contained therein will be construed as limiting the right of any employee having a grievance to discuss the matter informally with any appropriate member of the Administration and having the grievance adjusted, provided the adjustment is consistent with Governing Board Policies.

#### 6.1.12 Appeal Procedures

The various steps in the Appeal Procedures available to all District employees are included in the appropriate Handbooks and/or Procedures.

Nothing contained therein will be construed as limiting the right of any employee engaged in the Appeal Procedure to discuss the matter

informally with any appropriate member of the administration and having the appeal settled, provided the settlement is consistent with Governing Board Policies.

## 6.2.R Collective Rights

### 6.2.1 Organization Meetings/Activities

Meetings/activities of employee organizations shall generally be held outside normal working hours.

- 6.2.1.1 The recognized Representative Groups shall have the right to place appropriately identified notices, circulars, and other materials on designated school bulletin boards and in the employees' mail boxes. At least one bulletin board on each campus shall be reserved exclusively for Group material. The Group representative/designee on campus will assume responsibility for the posting and distribution of the materials for the Group. An informational copy of the distributed material shall be sent to the principal/designee at the time of the posting or distribution. Material endorsing or opposing a candidate for public office may not be distributed in mail boxes or posted. The District Courier Service may be used for the distribution of the above material.

### 6.2.2 Representative Organizations

The Representative Group for each employee group shall remain the same from year to year unless a group of employees wishes to challenge the current representation. In the event of a challenge, the procedures outlined below shall be followed. The process must be completed by February 1.

1. The employees wishing to challenge the current Representative Group shall make that declaration to the current Representative Group and to the Assistant Superintendent for Employee Relations by the end of the first week of September.
2. The challenging group shall garner at least thirty (30) percent of the signatures of the employee group that wishes to make a challenge. These signatures shall be on petitions that state that these members of the employee group want the challenging group to represent them.
3. The petitions shall be presented to the Assistant Superintendent for Employee Relations.
4. The Assistant Superintendent for Employee Relations shall notify the current Representative Group and the American Arbitration Association within five (5) working days of receipt of the petitions that an election is to be held.
5. The American Arbitration Association shall then conduct an election to determine if employees within the group wish to be represented by the current Representative Group or by the challenging group.
6. The cost of the election shall be borne by the challenging group.



7. The winner of the election shall then be the Representative Group.

6.2.2.1 Definition of Staff

The membership categories of each Representative Group will remain the same from year to year. In the event that an employee group does not fall under a specific category, or if a new position (job title) is declared, the Representative Group category shall be determined for Meet and Confer purposes through the following procedure:

1. The Assistant Superintendent for Employee Relations shall inform the individual(s) involved that s/he/they need to be represented by one of the Representative Groups for Meet and Confer purposes.
2. The Assistant Superintendent for Employee Relations shall also inform the Representative Groups of the existence of the uncategorized position(s).
3. If only one employee is involved in the process, s/he shall determine which Group s/he wishes to be represented by, and shall make application to that Representative Group.
4. If more than one employee is involved, a meeting shall be called by the Assistant Superintendent for Employee Relations. At that time the employees shall determine which Group they wish to represent them and shall make a group application to that Representative Group.
5. The President of the chosen Representative Group shall determine if the application is acceptable.
6. If the application is accepted, the President shall notify the individual(s) involved as well as the Assistant Superintendent for Employee Relations within ten (10) working days of receipt of the application. The applicant(s) shall then be represented by that Group.
7. If the application is not accepted, the President shall notify the individual(s) involved as well as the Assistant Superintendent for Employee Relations within ten (10) working days of receipt of the application. The President shall then notify the Presidents of the other two Representative Groups, and a decision shall be made among the three Presidents within twenty (20) working days of receipt of the application. The President of the appropriate Group shall notify the individual(s) involved as well as the Assistant Superintendent for Employee Relations within five (5) working days of the decision of the Presidents.

The applicant shall then be represented by that Group.

6.2.2.1.1 Within the first month of each school year, the Employee Relations Division will publish the list of all positions by categorical groupings. This list shall be forwarded to the Presidents of the Representative Groups within a week of publication.

6.2.3 Meeting and Conferring

The Governing Board is desirous of Meeting and Conferring with recognized Employee Groups in decisions affecting those employees before the Governing Board makes any final decision on personnel-related Policies, Regulations, and Procedures. The Administration is therefore authorized to establish and maintain procedures and lines of communication to Meet and Confer annually with employees on these issues.

6.2.3.1 The Superintendent shall have the responsibility of reporting to the Governing Board all the tentative agreements reached by Meet and Confer deliberations including salaries, benefits, and other conditions of employment.

If agreement cannot be reached, the Representative Group President/designee(s) and member(s) of the Administrative team will present their respective proposals to the Governing Board in a study session for informational purposes.

The Governing Board authorizes the Administration and the representatives of the Representative Groups to develop Procedures that will define the terms used in the personnel Policies, Regulations and Procedures.

The Professional Agreements, including Policies, Regulations and Procedures, shall be printed at the expense of the District, and a copy shall be given to each District employee.

The Professional Agreements will be available within 105 days of the close of the Meet and Confer process.

Each employee may be required to sign a statement that s/he received a copy of the Professional Agreement.

6.2.3.2 In the event that the Governing Board or the Representative Group indicates that there is a need for revision to an existing personnel-related Policy or Regulation, the Governing Board President/designee (or Representative Group President/designee) will contact the Representative Group President/designee (or Governing Board President/designee) regarding such request.

Within five (5) working days of the initial request, both parties will enter into the Meet and Confer process to develop the revised Policy or Regulation for recommendation to the Governing Board. Throughout this process, the Repre-



sentative Group will present information and suggestions relevant to the proposed revisions of personnel-related Policies, Regulations or Procedures. In the event of an emergency determined by either party, the Governing Board President/designee may waive the five day timeline.

Any deletions, additions, or revisions to the present personnel Policies, Regulations, or Procedures which take place through the Meet and Confer process during the year shall be transmitted to the staff by the Superintendent before the effective date of the change.

- 6.2.3.3 The Certificated Procedures/Handbooks are subject in all respects to the laws of the United States and the State of Arizona with respect to the powers, rights, duties, and obligations of the Governing Board, and in the event that any provision of the Certificated Procedures/Handbooks shall at any time be held contrary to law, then such provision shall be of no force and effect, but all other provisions shall be continued in full force and effect. It is understood that the Governing Board may rely on a formal legal opinion issued by the Office of the County Attorney, and concurred in by the Office of the Attorney General, as having the force of law.

The Certificated Procedures/Handbooks are also subject in all respects to the Policies of the Governing Board, and in the event there are sections of the Certificated Procedures/Handbooks which are not in agreement with the adopted Governing Board Policies as stated in the Governing Board Policy Manual, the Governing Board Policies shall have precedence.

Additions and revisions in the Certificated Procedures/Handbooks which result from Meet and Confer process and are accepted by the Governing Board shall be accompanied by the appropriate change in Governing Board Policy.

6.3.R Human Resource Assessment, Recruitment, Selection, Assignment, Transfer and Separation

6.3.1 Determination of Staffing Needs

Annually, the Employee Relations Division shall prepare current staffing standards for each category of employees. These standards shall be reviewed with the Governing Board as part of the annual budgeting process for potential change. Following this review, the staffing needs of the District shall be determined. Changes in standards will tentatively be determined for the subsequent year no later than February 1. Final staffing standard recommendations developed through the Meet and Confer process will be made to the Governing Board.

6.3.1.1 Innovative Programs

No regulation

6.3.1.2 Salary Reductions

Any certificated or non-probationary classified employee deprived of a job on this basis shall have a preferred right of reappointment in order of continuous full-time employment within a three-year period.

6.3.1.3 Assignment of Personnel

The Employee Relations Division will develop transfer, reassignment, surplus, and reduction-in-force procedures based on seniority. The various procedures may be found in the various employee Agreements.

6.3.1.4 Job Descriptions

Job descriptions must be on file in the Employee Relations Division for every job category listed on the salary schedules. They shall be reviewed by the Assistant Superintendent for Employee Relations/designee and revised, if necessary, at least once every three years. When revisions are necessary, the Employee Relations Division will seek input from the appropriate representative group.

6.3.2 Procedures for Recruitment and Selection of Personnel

6.3.2.1 Advertising Vacancies

New positions and vacancies in existing positions shall be advertised in the District.

6.3.2.2 Requirements for Selection

The selection of employees for the District is based primarily on (1) evaluation of the written application, transcripts (when

applicable), and recommendations, and (2) personal interviews.

The Administration will develop a list of basic qualifications subject to Governing Board approval that all applicants must meet.

#### 6.3.2.3 Recommendations for Employment

The Assistant Superintendent for Employee Relations will submit to the Superintendent for recommendation to the Governing Board the applicants who are the best qualified candidates for positions in the District.

#### 6.3.3 Certificate, Degree and/or Special Preparation Requirements

6.3.3.1 General certificate, degree and academic preparation requirements for certificated positions are identified in the Handbook of Teacher Qualifications.

6.3.3.2 Additional qualifications are identified in the various job descriptions, which are prepared and maintained in the Employee Relations Division office.

6.3.3.3 A teacher may be employed at the Area Vocational Center with either a Provisional, Basic or Standard Vocational Certificate.

#### 6.3.4 Acceptance of Contracts

Employees of the District offered contracts of employment shall indicate acceptance of a contract by signing and returning the contract or by acceptance in writing delivered to the Employee Relations Division within thirty (30) days from the date of the contract or contract renewal.

#### 6.3.5 Classification of Employment

##### 6.3.5.1 Probationary and Tenured Teachers

Under Arizona Revised Statutes, teachers employed in the public schools serve in probationary status during the first three years. Probationary teachers who have successfully completed three full years of full-time continuous employment and begin a fourth consecutive contract become tenured or continuing teachers.

The contract of employment of a probationary or tenured teacher for a school year shall be deemed automatically renewed for the next ensuing year unless, on or before May 1 immediately preceding the ensuing school year, the District gives notice to the teacher of the termination of his/her contract.

##### 6.3.5.2 Probationary Classified

Employees will be in a probationary status during the initial ninety (90) work days of employment. During this time, the probationary employee is subject to release or discharge by the Dist-



dict at its sole discretion. Work day is defined as any day for which the probationary employee is paid.

#### 6.3.5.3 Temporary Certificated Personnel

Employees hired as substitutes for classroom teachers will be considered temporary employees. The Governing Board authorizes the Employee Relations Division to employ qualified substitute teachers as temporary employees. When a substitute teacher replaces the same teacher for an extended period (20 days of continuous teaching), and is qualified according to District standards for that position, s/he is given an open-end contract. This contract extends for thirty (30) calendar days, or until the regular teacher returns, whichever occurs first. If the regular teacher does not return by the expiration date of the 30 calendar day contract, salary for the contract period will be at the rate shown in the Teacher's Salary Schedule for a teacher with the substitute teacher's training and experience.

#### 6.3.5.4 Temporary Classified Personnel

The term "temporary personnel" shall include classified employees hired for short periods of time for overload of work during peak work periods. Except for temporary personnel who are hired to assist during the summer period (approximately June 1 through August 31), temporary personnel will be hired only when absolutely necessary and should not be employed longer than thirty (30) continuous work days, except for Food Services Personnel.

#### 6.3.5.5 Acting Administrative/Supervisory Personnel

Acting administrative/supervisory personnel are administrators/supervisors who have been assigned by the Superintendent to administrative or supervisory positions on a temporary basis.

Ten-month administrative/supervisory employees who are placed on an acting status in a 12-month position, shall accrue benefits commensurate with the new position and s/he will be placed on the first step of the appropriate range for the acting position. Twelve month administrative/supervisory employees who are placed on an acting basis at a higher range, will be placed on the step on the new range to ensure a higher salary than the step s/he occupied in his/her former position.

The placement on the salary schedule shall be retroactive to the first date of the acting assignment within the fiscal year. If the acting status continues into a second fiscal year, the advancement on the salary schedule shall be as provided in the Administrative/Supervisory Handbook.

#### 6.3.6 Voluntary Separation of Employment

Employees who wish to terminate employment will notify the Employee Relations Division in writing, but only after such action has been

reported to and discussed with the principal, educational unit supervisor or immediate supervisor concerned.

#### 6.3.7 Mandatory Retirement

The District shall not offer any contract of employment to any individual who has reached the age of 70.

Employees who reach the age of 70 during their contract year of employment will be permitted to continue their employment with the District through the end of that contract year.

#### 6.3.8 Dismissal of Employees

##### 6.3.8.1 Dismissal for Job Performance

The Employee Relations Division is responsible for the development of appropriate evaluation procedures for the respective employee groups.

#### 6.3.9 Professional Growth Program

6.3.9.1 Responsibility for the planning and implementation of professional growth programs for certificated employees is vested primarily in the Assistant Superintendent for Instruction, with the assistance of the Certificated Professional Growth Committee, as described in the Procedures Section of the Professional Agreement.

6.3.9.2 Responsibility for the planning and implementation of professional growth programs for the classified employees is vested primarily in the Assistant Superintendent for Employee Relations, with the assistance of the Classified Professional Growth Committee, as described in the Professional Growth Handbook.

#### 6.4.R Assessment and Evaluation

The Governing Board authorizes the Administration and designees of the Representative Groups to:

- (a) Develop instruments and procedures subject to Governing Board approval that will assist employees in the improvement of performance and to meet their individual responsibilities.
- (b) Approve periodic evaluations of all District personnel through a continuing process.



## 6.5.R Compensation and Benefits

### 6.5.1 Development of Salary Schedules

Annually, the Administration shall Meet and Confer with representatives of the various employee groups to develop proposed salary schedules and benefit packages.

Exceptions to the salary schedule in effect may be made on the recommendation of the Superintendent and with the approval of the Governing Board.

#### 6.5.1.1 Salary Schedule D

(No regulation)

#### 6.5.1.2 Extra Pay for Extra Work

The Superintendent is authorized to recommend to the Governing Board additional employment for special activities of such nature and scope as to require an individual to give more in time and effort than is customarily required.

### 6.5.2 Benefits

#### 6.5.2.1 Social Security

(No regulation)

#### 6.5.2.2 State Retirement

(No Regulation)

#### 6.5.2.3 Industrial Commission Insurance

<u>Time Missed</u>	<u>Compensation From Industrial Commission</u>	<u>Compensation From School District</u>	<u>Charge Against Sick Leave Acct</u>
Less than 8 calendar days.	None	Base pay for time missed until sick leave expires.	Day for day on time missed. Example: 5 work days missed - charge sick leave 5 days.
8 through 13 calendar days.	A percentage of the employee's pay as determined by the Industrial Commission formula, excluding	Balance of base pay for 8th through 13th calendar days until sick leave	For that por- tion of time compensated by by District. Example: 8 work

first 7 calendar days. expires.

days missed -  
charge sick  
leave 5 full  
days plus .35  
 $\times 3 = 1.05$  or a  
total of 6 days  
District paid  
35% of wages.

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14 calendar  
days or more.

A percentage of the  
employee's pay as  
determined by the  
Industrial Commission  
formula, including  
the first 7 calendar  
days missed.

Balance of base  
pay for all the  
time missed until  
sick leave expires.  
Difference of base  
pay and that paid  
for by the Indus-  
trial Commission.

For that por-  
tion of time  
compensated by  
District.  
Example: 20  
work days miss-  
ed - charge  
sick leave .30  
 $\times 20 = 6$  days.  
District paid  
30% of wages.

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Sick leave charged is same percentage as compensation paid by the District.  
Payroll will round to the nearest half-day in adjusting sick leave account in  
accordance with this schedule.

#### 6.5.2.4 Work on Holidays and Governing Board-Declared Recess Days

Employees shall not be required to work on any holiday, or Governing Board-declared recess days as identified in the annual school calendar as approved by the Governing Board except that all 12-month employees shall be required to work the equivalent of one-half of the Governing Board-declared Christmas and Spring Recess periods. Any 10-month administrator or supervisor who is asked to work during the Christmas or Spring Recess period shall be given equal time off at another time during his/her work year that is mutually agreeable to him/her and his/her immediate supervisor. Arrangements shall be made at the discretion of the administrative staff of each campus.

##### 6.5.2.4.1 Employee on District Payroll

If an employee is on the District payroll (i.e., pay) either for the last workday immediately preceding or the first workday immediately following a holiday or Governing Board-declared recess period as identified in the Governing Board-approved school calendar for the year, the employee's compensation will not be diminished because of the holiday or Governing Board-declared recess period.

##### 6.5.2.4.2 Employee Not on District Payroll

If an employee is not on the District payroll (i.e., on a



leave of absence without pay either because the sick leave for which the employee is eligible has been exhausted or because the employee is on a Governing Board approved leave of absence without pay) on the last day prior to and the first day immediately following a holiday or a Governing Board-declared recess period as identified in the Governing Board-approved school calendar for the year, that employee shall receive no compensation for the holiday or the Governing Board-declared recess period.

#### 6.5.2.4.3 Absence Before and/or After Recess or Holiday

Employees must work the last scheduled workday before and the first scheduled workday after any holiday or recess identified in the official school calendar(s), unless they are ill. The District reserves the right to require from the employee a certificate signed by a duly licensed physician or Christian Science practitioner to authenticate this type of absence. Only in very unusual circumstances will any other type of absence be excused.

#### 6.5.2.4.4 Unexcused Absence from Duty

If an employee is not on duty on any workday(s) and his/her absence is not a result of any approved leave of absence, including sick leave for which the employee is eligible, that employee shall not be paid for such workday(s).

#### 6.5.2.5 Vacation for Employees on Twelve-Month Assignment

All employees working under a 12-month contract will receive a number of vacation days as described in the respective handbooks plus one-half of the Christmas and Spring Recess days.

In those cases where a 12-month contract is not issued, but rather a series of continuing contracts for continuation of a particular certificated job assignment (which will exclude summer school, short-term extended assignments into the summer, and summer workshops) which is the equivalent of a 12-month contract, the employee will accrue vacation from the date of the first such contract on the basis of 1.9 days per month, to a total of 23 days for a 12-month assignment. If an employee continues under contract in a District job assignment beyond a 12-month period, s/he will continue to accrue vacation until such contracts expire.

The other half of the Christmas and Spring employee recess periods will be counted as vacation days unless the principal or supervisor specifically requests the employee to work during the recess period.

Vacation may be taken only after it has been earned (1.9 days per month of service) and only with the prior approval of the principal or supervisor.

For employees in some 12-month positions which are funded from nonlocal funding from one year to the next, it is mandatory that the earned vacation be taken during the nonlocal grant's fiscal year.

#### 6.5.2.6 Insurance Programs

##### 6.5.2.6.1 Group Health and Major Medical Insurance Coverage

All permanent employees of the District are covered individually in the Group Health and Major Medical program. (Permanent employee status is defined in respective employee handbooks).

New employees are eligible for personal coverage based on the starting date of their employment indicated on the Governing Board Agenda in accordance with the following:

- (a) If employment began between the 1st and 15th of the month, insurance coverage begins the first day of the following month.
- (b) If employment began after the 15th day of the month, insurance coverage will begin the first day of the second month.

New employees are eligible to enroll their dependents for dependent coverage. The employee has thirty (30) days from the starting date of employment to decide whether or not s/he desires dependent coverage. Effective date of coverage will be determined as follows:

- (a) If the employee has filled out the form to enroll dependents for dependent coverage between the first and 15th of the month, the dependent coverage begins the first of the following month.
- (b) If the employee has filled out the form to enroll dependents for dependent coverage after the 15th of the month, dependent coverage will begin the first day of the second month.

Employees terminated will have employee and/or dependent coverage through the date designated by the Employee Relations Division at the time the employee terminates. No refund will be given nor will any additional charge be made.

Those employees desiring to drop dependent coverage must initiate a signed form obtained from the Employee Relations Division.

Dependent enrollment forms have been drawn up and are available in the Employee Relations Division.

Full-time employees who have fulfilled their contract obligations for a full year and who are terminated from the District due to Reduction-In-Force, shall receive their health insurance benefits for the full year (October 1 through September 30).

Brochures are available in the Employee Relations Division covering all phases of the medical insurance.

#### 6.5.2.6.2 Tax Sheltered Annuity

Employees of the District who wish to participate in the Tax Sheltered Annuity Program must submit an "Amendment to the Employee Contract."

6.5.2.6.2.1 The District is presently participating in the tax sheltered annuity program approved by the Internal Revenue Service. The Employee Relations Division will furnish details.

6.5.2.6.2.2 Employees of the District may, at their option, participate in a tax sheltered annuity program approved by the Internal Revenue Service. Payment is made by the employee to an eligible company chosen by the employee, under a payroll deduction plan.

6.5.2.6.2.3 Employees may elect to take a revision of their contract in lieu of health/medical insurance benefits, with an agreement that the increased amount will be placed in a tax sheltered annuity and remain in the annuity program for the duration of employment in the District.

The increased amount shall be equal to the monthly health insurance installments, as authorized above.

The employee choosing a tax sheltered annuity option, and then having an emergency during the insurance year, due to spousal change (divorce, marriage, death) shall be allowed, upon approval of the insurance carrier, to reenter one of the District's health plans. The cost of this health insurance will be at the employee's expense through the payroll deduction process or a cash payment if during a non-payroll period.

#### 6.5.2.6.3 Life Insurance

The Governing Board shall provide, at no cost to the employee, group term life insurance.

Full-time employees who have fulfilled their contract obligations for a full year and who are terminated from the District due to Reduction-In-Force, shall receive their life



insurance benefits for the full year (October 1 through September 30).

6.5.2.6.4 Long-Term Disability Insurance

The Governing Board shall provide, at no cost to the employee, group long-term disability insurance coverage which will pay two-thirds of the contract salary after a ninety (90) calendar day waiting period following disability for either sickness or accident to age 65. The conditions of coverage will be spelled out in a booklet to be provided every employee at no cost to the employee.

6.5.2.7 Leaves of Absence

The various components of the Leave of Absence Regulations are contained in the appropriate employee handbooks.

6.5.2.8 Early Retirement Part-Time Employment Program

After ten (10) consecutive years of full-time satisfactory service in the Phoenix Union High School District and attaining the age as described in the applicable handbooks, an employee who opts to take retirement prior to age 65 will be eligible for participation in the Early Retirement Program. Application is made through the Employee Relations Division.

6.5.2.9 Other Fringe Benefits

6.5.2.9.1 Payment for Unused Sick Leave upon Retirement, Resignation, or Death in Service

An employee with ten (10) or more years of continuous satisfactory service at the time of retirement or resignation from the District or death in service (or his/her estate) shall receive a financial payment equivalent to 12-1/2% of up to 180 days for 9-month employees, up to 200 days for 10-month employees, or up to 240 days for 12-month employees, of the accumulated unused sick leave times the daily rate of pay during the final year of employment. Sick leave shall be cumulative indefinitely for normal use.

6.5.2.9.2 Admission to School Events

District employees and retired employees shall be issued an identification card which shall entitle the holder to free admission to authorized District activities.

6.5.2.9.3 Attendance in Courses

Employees are allowed to attend classes at the Evening High School on a non-credit basis, free of charge, providing their attendance at the classes will not overload the classes and



eliminate regular students who otherwise would be attending. All costs other than tuition will be paid by the employee at the time of registration.

6.5.2.9.4 Tuition Waiver

The Phoenix Union High School District will waive the amount of tuition which is the District levy per student for all students entering the District prior to 1985 who are the natural children of, who are legally adopted by, or who are under the legal guardianship of an employee who lives outside the District. If such child has an exceptionality that requires special tuition rates, the parent will be exempt from the normal tuition rate only.

## 6.6.R Rules of Work

### 6.6.1 No Regulation

### 6.6.2 Work Day and Work Year

#### 6.6.2.1 Professional Workday and Work Week for Teachers

The professional workday and work week includes many professional activities in which the teacher is involved other than direct student contact in a classroom. However, the main focus of this professional assignment is the classroom and represents the portion of his/her assignment where the greatest amount of time is spent. The teacher must be in the classroom during the periods which are assigned as teaching periods, unless other arrangements have been specifically made with the principal/supervisor or designee. Also, the teacher will perform those professional responsibilities necessary to meet the needs of students, and those professional duties necessary to be effective in the classroom.

- (a) The usual workday for teachers shall be from 8:00 a.m. to 4:00 P.M., or an equivalent period of time depending on the particular campus schedule and the beginning of the teacher's workday. Teachers who find it necessary to leave campus prior to the end of the workday shall notify the principal/designee.
- (b) The professional work week for classroom teachers shall include a maximum of 25 teaching periods, up to five of which may be a campus supervision assignment. For classroom teachers in the Trades and Industry Program at the Vocational Center, the professional work week shall consist of a maximum of ten 2-1/2 hour class periods and five preparation periods. Normally work experience coordinators may have a weekly schedule which includes 15 teaching periods and 10 periods of student supervision on the job.
- (c) The teacher is to be present during those hours when the teacher has an assigned responsibility with pupils while school is in session, unless provision for a substitute has been made, with approval of the Principal/designee.
- (d) In addition, five preparation periods per week shall be included. The preparation periods are to provide some time daily for preparation by the classroom teacher to carry out his/her responsibility to pupils and for the necessary administrative work related to his/her assignment. It is assumed that the preparation period will be spent on the campus.
- (e) The professional work week for certificated personnel, other than classroom teachers, shall consist first of the presence of these persons during those times when school is in session, especially when they have a student-related responsibility. The professional work week includes that time scheduled before

and/or after the regular school day, including evening hours. The principal shall work out an appropriate assignment schedule with the service personnel concerned.

(f) All teachers shall be scheduled with a duty free lunch period.

#### 6.6.2.2 Work Year - Teachers

The work year of teachers (other than teachers new to the District who will be required to attend one pre-session orientation day) shall be determined by the official school calendar. Teachers shall be paid additional compensation for employment prior to or after the date scheduled on the official school calendar, except as otherwise provided in the educational policies or their contracts.

#### 6.6.2.3 Work Year - Other Employees

##### (a) Nine-Month Work Year

Nine-month work year is from the day the teachers return to duty through the last day of school. Starting and ending dates and number of days worked are determined by the school calendar for each year.

##### (b) Nine and One-Half Month Work Year

Nine and one-half month work year is two weeks longer than the nine-month work year. Normally, starting date is one week prior to starting date of nine-month work year and ending date is one week after ending date of nine-month work year. Starting and ending dates and number of days worked are determined by the school calendar for each year.

##### (c) Ten-Month Work Year

Ten-month work year is four weeks longer than nine-month work year. Normally starting date is two weeks prior to starting date of nine-month work year and ending date is two weeks after ending date of nine-month work year. Starting and ending dates and number of days worked are determined by the school calendar for each year.

##### (d) Twelve-Month Work Year

Twelve-month work year is from the first day of July of each year through the last day of June of each year.

(e) Specific starting dates and ending dates, for less than twelve-month assignments, may be determined by the appropriate administrator as long as the number of work days is in accord with the school calendar.

#### 6.6.3 Additional Assignment for Regular Certificated Personnel



#### 6.6.3.1 Student Teachers

The Governing Board approves a program whereby opportunity is given teacher trainees to do practice teaching within the District.

#### 6.6.3.2 Extra-Curricular Duties

Certificated employees are expected to bear a reasonable share of the extra-curricular duties involved in the school program.

#### 6.6.3.3 Non-Teaching Duties

The Governing Board will make every effort to reduce non-teaching duties through the use of all available school resources.

### 6.6.4 Political Activity

#### 6.6.4.1 Employees Seeking Elected Office

Employees of the District who are candidates for public office, before making any announcement, must review with the immediate supervisor and, through the immediate supervisor, with the Assistant Superintendent for Employee Relations, make any necessary arrangements.

If elected, the employee must take a leave of absence without pay for the period of elected service when rendering no service to the school District, or the employee may sign a partial contract covering only the period of time during which the employee is serving the District directly.

An employee can continue with the District as a full-time employee with full pay as long as s/he is giving the equivalent time to the school District.

An employee who has become a candidate for elected office shall in no way use District time, materials, personnel, or property to promote his/her candidacy.

Any partial contract must be drawn with the help of legal counsel and the services rendered the District must be carefully monitored.

#### 6.6.4.2 Campaigning During Off-Duty Hours Only

Campaigning and other election activities must be done in off-duty hours without the participation of District employees or students acting in the capacity of the District or school representatives.

#### 6.6.4.3 Campus Invitations

Candidates may accept administrative invitations to participate in election activities on a given campus only when such invitations



are extended to all candidates for the office they seek.

#### 6.6.4.4 Supplies and Materials

The use of District supplies and materials is not permitted.

#### 6.6.5 Employment Outside of District Contractual Assignment(s)

All employees are assumed to devote their energies to the performance of their assigned duties. Should any employee of the District accept additional remunerated employment outside of duty hours, the following shall apply.

##### 6.6.5.1 Nature of the Outside Work

The nature of the work must be such as not to interfere with the demands of District duties as determined by the Administration.

##### 6.6.5.2 Work and Health

The work must be such that it does not sap the vitality of the individual for the performance of his/her District duties as determined by the Administration.

##### 6.6.5.3 Evening Teaching Assignments

An administrator shall be permitted to accept an evening teaching assignment after regular school hours provided the employee has the prior approval from his/her immediate supervisor. Administrators also must have the prior approval of the Superintendent.

##### 6.6.5.4 Tutoring

An employee may engage in remunerative tutoring providing:

- a. All tutoring is done outside of regular school hours.
- b. All tutoring is done off campus.
- c. The student is not one of his/her students with the exception of music students.
- d. The Governing Board directs the Administration to provide safeguards to assure that equal opportunity is provided each student in every music department where a teacher may be involved in tutoring or private lessons.
- e. The written consent of his/her principal is obtained.

##### 6.6.5.5 Summer School

Continuing and probationary teachers may apply for summer school positions which are posted.

Selection and assignment shall be made on the basis of the application, teaching experience and the interview.

Preference shall be given to current District employees.

#### 6.6.6 Major Areas of Conduct

##### 6.6.6.1 Supervision of Employees/Students

Each employee is expected to exercise appropriate supervision of the employees and/or students under his/her area of responsibility.

##### 6.6.6.2 Performance of Assigned Duties

Each employee is expected to perform his/her assigned duties as determined by the Governing Board and administrator/immediate supervisor.

##### 6.6.6.3 Care, Supervision and Protection of Property

Each employee is expected to use, care for, protect and supervise (when appropriate) school property. School property is defined as all supplies, equipment, land or buildings which are owned, leased or in the possession of the District. Abuse of school property occurs when the purpose for which the property is designed is either deliberately or negligently ignored by the school employee, and which results, whether immediately or eventually, in damage to the property, or in extra wear on the property. Misuse occurs when a school employee uses property which the employee has no authority to use, either on or off District premises, or when an employee fails to follow those directions, safety precautions, etc., which a prudent individual would normally follow when using the property.

##### 6.6.6.4 Compliance with Rules, Procedures, Policies and Regulations

Each employee is expected to comply with those rules, Regulations, Procedures, Policies, and statutes which apply to the respective assignment. Furthermore, it is the employee's responsibility to learn during the probationary period of employment those existing rules, Regulations, Procedures, Policies and statutes which apply to the respective assignment.

##### 6.6.6.5 Compliance with Moral and Ethical Standards

Each employee is expected to comply with the moral and ethical standards of the District, the community and the educational profession.

##### 6.6.6.6 Conflict of Interest

###### 6.6.6.6.1 Use of Official Positions

District employees shall not use their official positions to secure any valuable thing or benefit to themselves that would not ordinarily accrue to them in the performance of their official duties. Employees are to use good judgement in order to avoid the appearance of wrongdoing or any action that might reasonably be expected to lead to public embarrassment to the employee or to the District.

#### 6.6.6.6.1.1 Financial Interest

District employees who participate in the decision-making process shall not be financially interested, nor have any personal beneficial interest, directly or indirectly in any contract or purchase order for supplies, materials, equipment or services used by the District. District employees having a substantial interest in a firm which does business or may do business with the school District shall disclose this fact to their immediate supervisor in order that proper procedures may be established to insure that a conflict of interest does not result.

Employees who have a financial interest in a private business or who are employed by a private business will not use any District facilities, equipment, property, supplies, or labor in any way which can be construed as supporting the private business activity of the employee. Similarly, employees will not use their positions in the District or school District time to solicit private business. Employees engaged in a private business will not use their position to require work to be performed by students for the support of the private business.

#### 6.6.6.6.1.2 Solicitation

District employees shall not use their positions or status in the school District to solicit, directly, or indirectly, business of any kind, nor to purchase supplies or equipment at special discounts, or upon special concessions, for personal use from any person or firm which sells or solicits sales to the school District. Similarly, District employees shall not accept or convert to their personal use, products of any kind obtained in the course of inspection of such products or the facilities of the owner.

#### 6.6.6.6.1.3 Travel and Entertainment

District employees shall not accept travel or entertainment at the expense of an individual, firm or corporation outside the school District, except when such travel or entertainment can be justified as essential to



the performance of official duties. In such cases, the travel or entertainment should only be accepted with the knowledge and approval of the employee's immediate supervisor.

#### 6.6.6.6.1.4 Endorsement of Products and Services

School District employees shall not issue or authorize the release for public distribution endorsement of products or services if such endorsement may be construed to represent an official endorsement of products or services by the Phoenix Union High School District. If there is any question concerning the appropriateness of an endorsement, the immediate supervisor should be consulted.

This Regulation does not prohibit school District employees who have established a personal professional reputation outside the school District, such as authors, engineers, etc., from releasing or issuing personal endorsements or testimonials. In such cases, it may be appropriate that a biography indicate current employment with the school District. However, such employment is considered to be coincidental; therefore, any personal endorsements should clearly indicate that they do not necessarily represent the views of the Phoenix Union High School District. In no case should a personal endorsement be released on school District stationery or in any other manner which would indicate endorsement by the school District.

Nothing in this regulation is intended to inhibit the free, informal exchange of information between school District employees or with employees of other school districts seeking advice on the acceptability of specific products or services.

#### 6.6.6.6.1.5 Gifts

District employees shall not accept or receive, directly or indirectly, from any person, firm or corporation to whom any contract may be awarded, a gift, rebate, or otherwise, any money or anything of value, or any promise or obligation for future reward or compensation.

##### 6.6.6.6.1.5.1 Gifts to Teachers and Administrators

Gifts to teachers and administrators from individual students will not be permitted. However, nominal gifts to teachers and administrators who are club or activity sponsors will be permitted through utilization of the group/club activity account.

##### 6.6.6.6.1.5.2 Gifts to Individual Students



Gifts of more than nominal value from individual teachers or administrators to individual students who are enrolled in the high school at which the teacher or administrator is employed will not be permitted.

6.6.6.6.2 Disclosure of Information

- (a) District employees shall not use information available to them solely because of their position for personal profit, gain or advantage.
- (b) District employees shall not provide estimating services or information, not available to all prospective bidders, to any person or firm bidding on, or who may reasonably be expected to bid on, a contract with the school District.
- (c) District employees shall not provide confidential information to persons to whom the release of such information has not been authorized.
- (d) District employees shall not provide, or use, the names of persons from records of the school District for a mailing list.

6.6.7 Ownership of Materials

Staff members under contract to the District may, in carrying out their professional responsibilities, develop educational materials for use in the school program. Such educational material developed by staff members as part of regular employment are the property of the District. Educational materials created during the time when staff members are not fulfilling contractual duties to the District are the property of the staff member.

## PROCEDURES

### 6.1 Procedures - INDIVIDUAL EMPLOYEE RIGHTS

#### 6.1.1 Citizenship Rights and Equal Employment Practices

##### 6.1.1.1 Practices Prohibited

(see Governing Board Policy and/or Regulation)

##### 6.1.1.2 Enforcement

(see Governing Board Policy and/or Regulation)

#### 6.1.2 Discipline Without Just Cause Prohibited and Due Process for Employee Discipline

(see Governing Board Policy and/or Regulation)

#### 6.1.3 Employee Files

(see Governing Board Policy and/or Regulation)

#### 6.1.4 Academic Freedom and Controversial Issues

A. The teacher has the right to express his/her point of view provided the students understand that it is his/her opinion and not to be accepted by them as an authoritative statement. The teacher is responsible for exercising judgement in selecting for objective analysis those relevant issues which contribute to the maturity and understanding of the students involved.

B. Therefore, each teacher:

1. Has the freedom to select materials which are supportive of stated instructional objectives; and
2. Has the responsibility of meeting the needs of students within prevailing district, community and state standards.

#### 6.1.5 Employee Assistance

Any case of assault upon a teacher shall be promptly reported to the Governing Board/designee. The Governing Board shall promptly render all reasonable assistance to the teacher in connection with handling of the incident by law enforcement and judicial authorities. Time lost by a teacher in connection with a student disciplinary incident shall not be charged against the sick leave of the teacher.

#### 6.1.6 Membership in Professional Organizations

(see Governing Board Policy and/or Regulation)

#### 6.1.8 Employee Privacy Rights

(see Governing Board Policy and/or Regulation)

##### 6.1.8.1 Employee Lists

(see Governing Board Policy and/or Regulation)

##### 6.1.8.2 District Directories

(see Governing Board Policy and/or Regulation)

#### 6.1.9 Insult or Abuse of Employees

(see Governing Board Policy and/or Regulation)

##### 6.1.10 Special Student Problems

###### 6.1.10.1 Student Discipline

- A. Whenever it appears, in the teacher's opinion, that a particular student is a continuing disruptive influence in a class, and the student requires professional attention, other than that provided by his/her classroom teachers and counselors, the principal/designee will take reasonable steps to arrange for appropriate assistance which may include removal from the class.
- B. If the continued presence of a student in class is unacceptable to the teacher, the student shall be excluded from the class for the remainder of the period with the appropriate transmittal slip to the designated administrator. The teacher shall furnish the designated administrator with the full particulars of the incident as promptly as his/her teaching obligation will permit.
- C. Each referral to the designated administrator shall be in writing. This information shall be furnished on a District form with a copy to be retained by the teacher and a copy to be returned to the teacher indicating the action taken. The designated administrator may request a conference with the teacher.
- D. A teacher shall be provided with the opportunity to be included in conferences between parents and the administration when the conferences pertain to the teacher's relationship with one of his/her students.
- E. If the teacher has not received a response within three work days after the submission of the referral, the teacher shall contact the appropriate designated administrator concerning the status of the referral.
- F. If, after another three workdays following this contact, the teacher has not received a response to his/her referral and/or inquiry, the teacher may file a complaint with the Campus Committee.
- G. After a first and/or second referral, a conference with the teacher, the parent and the designated administrator may be held. After a third or subsequent referral by the same teacher during a semester, the class from



which the referral came may be closed. A conference involving the teacher, the parent, and the designated administrator must be held immediately. A decision shall be made as to the action to be taken promptly after the conference and all parties shall be notified. Prior to the third referral, if circumstances warrant, the designated administrator may close the class from which the referral came.

- H. If a parent requests the teacher to be present at a conference, the teacher must attend, but may request the department chairperson to be present. The conference shall be arranged at a mutually convenient time. Once a teacher has fulfilled his/her responsibility to appear to give direct testimony at a conference requested by a parent, his/her written deposition may suffice in lieu of his/her presence at subsequent conferences relating to the same subject at the option of the principal.

#### 6.1.10.2 Physical and Psychological Problems

(see Governing Board Policy and/or Regulation)

#### 6.1.11 Grievances

##### 6.1.11.1 Definition of Grievance

A "grievance" shall mean a complaint by a teacher, or teachers, that there has been a violation, a misinterpretation, or inequitable application of any of the provisions of the Professional Agreement.

##### 6.1.11.2 Definition of an Aggrieved Person

An "aggrieved person" is a teacher or group of teachers asserting a grievance.

##### 6.1.11.3 Definition of a Party of Interest

A "party of interest" is an employee who might be required to take action or against whom action might be taken in order to resolve a grievance.

##### 6.1.11.4 Purpose

The purpose of a grievance procedure is to obtain, at the nearest administrative level, equitable solutions to the problems which may from time to time arise. The Governing Board, administration, and CTA agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

##### 6.1.11.5 Informal Discussion

Nothing contained herein will be construed as limiting the right of any teacher having a grievance to discuss the matter informally with any appropriate member of the administration and having the grievance adjusted, provided the adjustment is consistent with the educational policies.

##### 6.1.11.6 Reprisals Prohibited

Reprisals shall not be taken against any teacher, any party of interest, any CTA



representative or any other participant in the grievance procedure by reason of such participation.

#### 6.1.11.7 Acting Superintendent

In the absence of the Superintendent, the administrator designated as Acting Superintendent may act in place of the Superintendent.

#### 6.1.11.8 Time Limits

- A. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as a maximum. If, at Level One, the time limits are not met by the Administration, the grievance will automatically move on to the next level. The time limits specified may be extended by mutual agreement.
- B. If a grievance is filed which might not be finally resolved at Level Three under the time limits set forth herein prior to the end of the school year, and which if left unresolved until the beginning of the following school year could result in irreparable harm to a party or parties of interest, the time limits set forth herein shall be reduced so that the Grievance Procedure may be concluded prior to the end of the school year.

#### 6.1.11.9 Grievance Procedures

##### 6.1.11.9.1 Informal Procedure

- A. If a teacher feels that s/he has a grievance, s/he shall first make an effort to resolve the problem informally by discussing the matter with the principal or the educational unit supervisor.
- B. In this informal procedure, the teacher may 1) discuss the alleged grievance personally, or 2) request a CTA representative to accompany him/her and request that the CTA act on the teacher's behalf.

##### 6.1.11.9.2 Formal Procedure

##### 6.1.11.9.2.1 Level One - School Principal

- A. If an aggrieved person is not satisfied with the outcome of the informal procedure and if s/he wishes to continue processing the grievance, s/he shall present his/her alleged grievance formally in writing to the principal or educational unit supervisor.
- B. The aggrieved person or the principal or the educational unit supervisor may request a conference prior to the rendering of the written decision. The teacher may 1) discuss the alleged grievance personally, or 2) request that a CTA representative accompany him/her and request that the CTA representative act on the teacher's behalf.
- C. The principal or educational unit supervisor, within five (5) days after receipt of the alleged grievance or after the personal conference, shall render a written decision to the aggrieved person with a copy to the appropriate representative of the CTA, unless the teacher submits a personally

written request to the principal or supervisor and the unit PR&R representative that the decision not be sent to the CTA representative.

6.1.11.9.2.2 Level Two - Superintendent/Designee

- A. If an aggrieved person is not satisfied with the decision concerning the alleged grievance at Level One, s/he may, within five (5) days after the decision is rendered by the principal or supervisor, file the alleged grievance with the CTA.
- B. The CTA shall make a judgement on the merits of the alleged grievance. If the CTA decides either that the alleged grievance lacks merit or that the decision at Level One is in the best interest of the District, it shall send written notification to the teacher and the appropriate representative of the CTA. If the CTA decides that the alleged grievance has merit and the decision at Level One is not acceptable, it shall, within ten (10) days after receipt, refer such grievance in writing to the Superintendent.
- C. The Superintendent/designee within ten (10) days from the receipt of the written grievance shall meet with the aggrieved person and the representatives of the CTA for the purpose of resolving the grievance. The principal or supervisor who was involved at Level One shall be notified and shall attend the meeting. Arguments and documentations of all parties shall be made in writing at the Level Two hearing and copies thereof shall be given to the Superintendent/designee and all interested parties.
- D. The Superintendent/designee shall, within five (5) days after this meeting, render a decision in writing to the aggrieved person, the principal or supervisor and the CTA. If the Superintendent chooses not to act within five (5) days, the grievance shall be considered adjudicated in favor of the aggrieved person.

6.1.11.9.2.3 Level Three - Impartial Advisory Arbitration

- A. If the aggrieved person is not satisfied with the disposition of his/her grievance at Level Two, s/he may, within five (5) days after the receipt of the Superintendent's/designee's decision, request in writing to the appropriate representative of the CTA that the grievance be submitted to arbitration.
- B. The CTA shall make judgement on the merits of the alleged grievance. If the Group decides either that the alleged grievance has merit or that the decision at Level Two is not acceptable it shall, within ten (10) days after receipt of the request, submit the grievance to arbitration by so notifying the President of the Governing Board and the Superintendent in writing.
- C. The Superintendent/designee and the President of the CTA/designee shall, within five (5) days after the written notice is received, select jointly an arbitrator who is an experienced and impartial person of recognized competence.
- D. If the parties are unable to agree upon an arbitrator within five (5) days, the Superintendent/designee and the President of the CTA/designee shall agree to call upon either the American Arbitration Association or the Federal Mediation and Conciliation Service for assistance.

- E. The arbitrator shall confer promptly with representatives of the Governing Board and the CTA, shall review the record of prior meetings, and shall hold such further hearings as s/he deems necessary.
- F. The arbitrator will have authority to hold hearings and make procedural rules. The recommendations will be issued within a reasonable time after the date of the close of the hearings or, if oral hearings have been waived, from the date the final statements and evidence are submitted to him/her.
- G. The arbitrator's recommendation shall be submitted in writing as soon as possible to the Governing Board, with a copy to the CTA only, and shall set forth the findings of fact, reasoning and conclusions on the issues submitted. The arbitrator's recommendations shall be consistent with existing statutes.
- H. The Governing Board shall take official action on the report of the arbitrator within fifteen (15) days after its receipt and shall render its decision in writing to all parties concerned.
- I. All costs for the services of the arbitrator shall be shared equally by the Governing Board and the CTA.

#### 6.1.11.9.3 General Procedures

- A. All sessions held in connection with the processing of grievances, including arbitration, shall be closed sessions and no news releases shall be made concerning the progress of the hearings.
- B. Any party of interest may be represented at any level of the formal Grievance Procedure by a person, or persons, of his/her own choosing. When a teacher is not represented by the CTA, the CTA shall have the right to be present and to state its views at any level of the formal Grievance Procedure.
- C. If a grievance affects a group of teachers from more than one school, the CTA may submit such grievance in writing directly to the Superintendent, and the processing of such grievances may be commenced at Level Two. The CTA may process such a grievance even though the aggrieved persons do not wish to do so.
- D. All written and printed matter dealing with the processing of a grievance will be filed in the Employee Relations Division office separately from the central office personnel files of the participants.
- E. At every level of the formal grievance procedure, the Governing Board agrees to make available to the aggrieved person and representatives, all pertinent information not privileged under law in its possession or control and which is relevant to the issues raised by the grievance.
- F. When it is necessary at Level Two or Level Three for a representative designated by the CTA to attend a meeting or hearing called by the Superintendent/designee during the school day, the Superintendent's/designee's office shall so notify the principal or such CTA representatives, and they shall be released without loss of pay for such times as their attendance is required at



such meeting or hearing. The cost of substitutes shall be shared equally by the Governing Board and the CTA.

- G. No grievance shall be recognized by the Governing Board or the CTA unless it shall have been presented at the appropriate level within thirty (30) school days after the knowledge of the occurrence of the act or condition on which the grievance is based. At no time shall the period of time between the occurrence of the Agreement violation and the filing of the grievance exceed six (6) months. If not so presented, the grievance shall be considered as waived.
- H. A grievance may be withdrawn at any level without prejudice or record and cannot be reopened.
- I. Failure by the aggrieved person at any level to appeal a grievance to the next level within the specified time limits herein shall be deemed to be acceptance of the decision rendered at that level.
- J. A teacher participating during the school day in Grievance Procedures which are scheduled by the Governing Board and the CTA shall be released from regular duties without loss of salary, with the cost of the substitute to be shared equally between the Governing Board and the CTA.

#### 6.1.12 Appeal Procedure

##### 6.1.12.1 Criteria for Appeal

A disagreement or misunderstanding between one or more teachers and one or more members of the District administrative/supervisory staff, other than a grievance, may be resolved by using this Appeal Procedure. Any violation, misinterpretation, or inequitable application of any of the working conditions or other provisions of the Professional Agreement is defined as a grievance and will not be processed as an appeal. If an issue has been submitted as a grievance, that same issue may not be submitted as an appeal.

##### 6.1.12.2 Other Avenues of Appeal

Certain sections of this Professional Agreement indicate the appropriate Appeal Procedure for certain issues. In those cases, that appeal process will be used.

##### 6.1.12.3 Informal Conference Required

An informal conference must first be held between the primary parties of interest to attempt to resolve the problem before it enters the formal Appeal Procedure. The teacher(s) may request CTA representation.

##### 6.1.12.4 Guidelines for Formal Appeal Procedure

- A. Appeals must be submitted in writing on appropriate forms. Forms for submitting appeals shall be jointly prepared by the District and the CTA. The forms shall be printed by the Board and shall be available in the principal's office as well as in the CTA office.
- B. Copies of all written appeals and decisions will be submitted to the Superin-



tendent and to the CTA representative.

- C. The teacher(s) is/are entitled to and may request CTA representation.
- D. The timelines herein indicated are maximum and should be reduced whenever possible. However, the timelines may be lengthened by mutual agreement between the primary parties.

#### 6.1.12.5 Steps in Formal Appeal Procedure

- A. The first step is addressed to the principal or educational unit supervisor to whom the teacher(s) is/are responsible. This appeal must be made within ten (10) workdays after the disagreement or misunderstanding first occurred or within five (5) workdays after the informal session was held, whichever comes later. If the principal or supervisor was not involved in the informal procedure, a conference may be scheduled. In either case, a written decision should be made within five (5) days of the submission of the written appeal.
- B. If the person(s) making the appeal is/are not satisfied with the decision at step 1, s/he/they may, within five (5) days after the decision is received, file an appeal with the Superintendent/designee. A conference will be scheduled within five (5) days after the receipt of the appeal at step 2, and a written decision submitted within three (3) days following the conference.
- C. If the person(s) is/are not satisfied with the decision rendered at step 2, s/he/they may, within five (5) days after receipt of the decision, submit a request for a hearing before the Governing Board. The Governing Board, after reviewing the case, shall within fifteen (15) days decide whether or not a hearing shall be held. The Governing Board shall render a decision within seven (7) days after a hearing, if a hearing is held, or within fifteen (15) days after receipt if no hearing is held.

#### 6.1.12.6 Reprisals Prohibited

Reprisals shall not be taken against any teacher or any other participant in the appeal procedure by reason of such participation.

## 6.2 Procedures - COLLECTIVE RIGHTS

The CTA President may submit items directly to the Superintendent for consideration for placement on the Governing Board Study Session Agenda.

### 6.2.1 Organization Membership/Meetings/Activities

- A. Meetings/activities of the CTA may be held at all reasonable hours provided that they shall not interfere with or interrupt normal school operations.
- B. The CTA shall provide the principal of each school with a list of the names of teachers from that faculty selected for any position of leadership on that campus or in the District as soon as possible. This list shall include the Unit Representative of the CTA, the Professional Rights and Responsibilities Representative, and the chairperson and members of Campus and District Committees. The Assistant Superintendent for Employee Relations and the Superintendent shall each receive a copy of each list.

### 6.2.2 Representative Organizations

Those who are identified under the definition of "teacher" or "interim teacher" as well as school nurses employed by the District, shall be represented by the Classroom Teachers' Association.

#### 6.2.2.1 Definition of Staff

(see Governing Board Policy and/or Regulation)

### 6.2.3 Meeting and Confering

- A. All three portions of the Professional Agreement (Board Policies, Administrative Regulations and Procedures) are grievable and subject to the Meet and Confer process .
- B. Current Professional Agreement language not dealt with in the Meet and Confer process will carry over, as is, into the succeeding year's Professional Agreement.

#### 6.2.3.1 Meet and Confer Procedures

##### 6.2.3.1.1 Meeting Times and Places

- A. The spokesperson for each Meet and Confer team will meet by February 1 to exchange proposals. Additional proposals and counter proposals may be presented during the Meet and Confer process.
- B. The first Meet and Confer session will be held by February 15 with all succeeding sessions to be conducted at times and places mutually agreeable to each party.
- C. A good faith effort will be made to complete all sessions by May 1 of each year.

#### 6.2.3.1.2 Meet and Confer Team

Each party will select its own representatives and designate a spokesperson who will carry the necessary authority to make proposals, counter proposals, concessions, and to reach tentative agreement on items being discussed subject to approval of all such agreements by the respective constituents.

#### 6.2.3.1.3 Released Time for Meet and Confer Team Members

When a teacher is engaged during the school day as a CTA member of the Meet and Confer Team meeting with the administrative member(s) of the Team, s/he shall be released from regular duties with no loss of salary.

#### 6.2.3.1.4 Good Faith

The parties agree that they will make a good faith effort to resolve matters to their mutual satisfaction and agreement.

#### 6.2.3.1.5 Access to Information

The Administration agrees to make a good faith effort to furnish the CTA available information upon request.

#### 6.2.3.1.6 Sessions

Meet and Confer sessions will be open to the public, unless otherwise mutually agreed upon in advance. The only people empowered to speak are the authorized Meet and Confer representatives. The public may speak, if desired, after adjournment of the regular meeting.

#### 6.2.3.1.7 Caucuses

Either party may request a caucus at any time. Caucuses of either party shall be conducted apart from the other party and in private.

#### 6.2.3.1.8 Agenda

The last item of business of each Meet and Confer session shall be the setting by mutual agreement of the time, site, and agenda of the subsequent Meet and Confer session or sessions. Once an agenda has been approved by both teams, any additions must have mutual consent.

#### 6.2.3.1.9 Tentative Agreements

Tentative agreements reached as a result of discussions will be reduced in writing and will have conditional approval of both parties, indicated by the initialing and dating of said agreements by the spokespersons.

#### 6.2.3.1.10 Ratification

When tentative agreement has been reached by the parties on all Meet and Confer issues, each party will recommend approval to its constituents. The final Agreement will be signed and dated by authorized designees of the CTA and the Governing Board.



#### 6.2.4 Use of School Buildings

(see Governing Board Policy and/or Regulation)

#### 6.2.5 District Joint Committees

District Joint Committees are advisory and will be established mutually by the Superintendent/designee and the CTA. The CTA shall appoint teacher members to the committee. It is assumed that members named to such committees will have authorization to speak for the associations they represent. District Joint Committees shall submit all committee recommendations in writing to the Superintendent for final approval, with copies to the CTA President.

##### 6.2.5.1 Ad Hoc Joint Committees

Ad Hoc Joint Committees are short-term committees which are established for the purpose of studying specific issues that emerge during the school year.

##### 6.2.5.2 Continuing Joint Committees

- A. Continuing Joint Committees formulate recommendations regarding long-term issues.
- B. Current Continuing Joint Committees are:
  - 1. Professional Growth Committee
  - 2. Summer Workshop Committee

#### 6.2.6 Meetings with the Superintendent

- A. The Superintendent and such administrative personnel as s/he shall designate may meet at least once each month with the Executive Board of the CTA. The President of the CTA and the Superintendent/designee shall prepare the agenda for the meeting sufficiently ahead of time to permit distribution to the participants at least 48 hours prior to the meeting.
- B. The primary purpose of such meeting is to assist in assessing the progress of the District toward predetermined objectives and to help review the changes in the educational process which have been, or are being, or should be made for the improvement of instruction.

##### 6.2.6.1 Resource Personnel

Resource people may be invited to attend the meeting with the prior approval of the Superintendent and the President of the CTA.

##### 6.2.6.2 Minutes

Minutes of the meeting will be prepared and the distribution will be determined by the Superintendent and the President of the CTA (or their designees).

##### 6.2.6.3 Absences for Meeting



The meeting shall be scheduled in such a way as to create the least interference with the school program and so as to require as few absences from the classroom on the part of the teachers as possible.

#### 6.2.6.4 Released Time

If a meeting is held during the school day, the CTA members involved shall be released without loss of pay.

#### 6.2.7 Campus Committees

##### 6.2.7.1 Regulation on Membership

- A. A Campus Committee shall be established at each school. The Committee shall be composed of three members designated from the CTA (the Unit Chairperson and two to be elected by members of the CTA on campus), three members of the administrative/supervisory staff on campus designated by the principal, and one member of CEA whose selection shall be determined by the local CEA membership. The selection of the membership on the Campus Committee shall be determined prior to May 1 of each year.
- B. A teacher alternate selected by the CTA may attend Campus Committee meetings if one of the three elected members is unable to attend.
- C. The principal, serving in ex-officio capacity, may attend meetings of the Campus Committee.

##### 6.2.7.2 Procedures

###### 6.2.7.2.1 Meeting Guidelines

- A. The Campus Committee must meet at least twice a month unless otherwise agreed upon by the principal and the unit chairperson. The meetings shall be scheduled to begin no later than the start of the last instructional period of the school day.
- B. Teacher members of the Committee shall be given non-teaching assignments during the period when the Campus Committee normally meets.
- C. Insofar as possible, the meetings of the Campus Committee shall be scheduled so as not to conflict with other existing District committees.
- D. Special meetings of the Campus Committee shall be jointly called by the unit chairperson and the administrative designee, and the principal shall be informed.

###### 6.2.7.2.2 Chairperson

The CTA Unit Chairperson shall chair the Campus Committee.

###### 6.2.7.2.3 Minutes

Minutes of each Campus Committee meeting shall be kept by a secretary provided by

the campus administration, if requested by Campus Committee. Minutes of the Campus Committee meetings shall be distributed to each member of the faculty within five days after the meeting after being approved by the unit chairperson and the administrative designee.

#### 6.2.7.2.4 Agenda

The chairperson of the Campus Committee and the principal/designee shall determine the agenda for the Campus Committee.

#### 6.2.7.2.5 Purpose

- A. The purpose of the Campus Committee is to discuss and research matters of mutual concern at the campus level. This committee is to be in no way a substitute for the grievance procedure.
- B. Campus committees are encouraged to have a standing committee for curriculum development on every campus.

#### 6.2.7.2.6 Recommendations of the Committee

- A. When a topic is discussed by the Campus Committee, the procedure for arriving at a decision shall be through a consensus of the membership.
- B. The Campus Committee shall make recommendations to the principal regarding the topics that have been discussed. The principal shall make a decision in writing within ten days after the recommendation has been given to him/her. The principal's decision, together with the recommendation from the Campus Committee, shall be disseminated to the unit faculty.
- C. The principal, working with the Campus Committee, shall develop plans for commencement exercises.
- D. The principal, working with the Campus Committee, will make the assignment of teachers to serve on committees or to serve as club or class sponsors.
- E. The principal will inform the Campus Committee of any changes in the adopted bell schedule as well as any program changes occurring on campus.

6.3 Procedures - HUMAN RESOURCE ASSESSMENT, RECRUITMENT, SELECTION,  
ASSIGNMENT, TRANSFER AND SEPARATION

6.3.1 Determination of Staffing Needs

The CTA shall be involved in decisions that affect local and District staffing needs.

6.3.1.1 Innovative Programs

(see Governing Board Policy and/or Regulation)

6.3.1.1.1 Alternative Programs

Programs which are designed to offer education to students who do not function in the regular comprehensive program shall be called Alternative Programs. Some Alternative Programs may be unique and may utilize varying models and structures to meet differing student population needs. Program changes that conflict with the Professional Agreement shall be made through the bargaining process as per Regulation 6.2.3.2.

6.3.1.2 Salary Reductions

(see Governing Board Policy and/or Regulation)

6.3.1.2.1 Reduction-in-Force

- A. "Reduction-in-force" is defined as that situation in which, after all possible transfers have been effected, it is still necessary for the District to reduce the number of certificated teacher/service personnel.
- B. Valid circumstances for Reduction-in-Force:
  - 1. Decrease in student enrollment.
  - 2. Decrease in revenues over which the District has no control.
  - 3. Curriculum revision resulting in a reduction of educational programs.
  - 4. Consolidation of school districts.
- C. Procedure For Determining Which Personnel Are Affected By a Specific Reduction-in-Force:
  - 1. The Employee Relations Division shall identify, prior to March 15, insofar as possible, the number of personnel who are planning to retire, resign, go on leave, or return from leave for the following year, and campus, subject, and/or programs so affected.
  - 2. The Assistant Superintendent for Instruction and the Employee Relations Division shall determine the campus(es), subject(s), and/or program(s) that will lose staff positions for the ensuing year. Any proposed re-



duction must be based upon a District-wide standardized registration procedure.

3. If such reduction is to exceed 1% of the certificated teacher/service personnel of the District, the CTA will be notified in writing and its authorized representatives will be consulted before the reduction is effected.
4. Seniority shall be the basis for determining which specific personnel will remain. Refer to procedures 6.3.1.3.5.
5. A list of personnel who are to be laid off shall be presented to the Governing Board for its approval prior to May 1.
6. Any personnel affected by such Reduction-in-Force will receive written notice prior to May 1, and a list of personnel to be laid off will be sent to the CTA Office at the same time.
7. Nontenured personnel shall be laid off before qualified personnel holding continuing teacher status.
8. When a teacher with a Schedule F assignment is placed on a RIF list, his/her Schedule F assignment will be discontinued at the end of the school year and no recall protection is provided.

#### 6.3.1.2.2 Voluntary RIF

- A. Any teacher may voluntarily have his/her name placed on the RIF list. The request must be in writing and submitted to the Employee Relations Division by April 1. Should a RIF not occur in a teacher's current seniority area(s) the teacher is not eligible for voluntary RIF. Anyone placed on the RIF list voluntarily will surrender recall rights for one semester. The surrender of recall rights may be extended for one semester periods not to exceed five consecutive extensions.
- B. Upon the first contact for recall for the upcoming semester, a rejection of the position(s) offered the voluntary RIFee will be considered a surrender of recall rights for said semester. All recall rights are automatically reinstated at the end of each semester during the three-year period.

#### 6.3.1.2.3 Protection for Teachers Awaiting Recall

- A. District-wide lists of "personnel on lay-off awaiting recall" shall have a preferred right of reappointment in the order of seniority in the event of an increase in the number of teachers or the reestablishment of services within a period of three years.
- B. A teacher dismissed for reasons of economy or lack of pupils shall have a preferred right of reappointment in the order of seniority in the event of an increase in the number of teachers or the reestablishment of services within a period of three years.
- C. No new personnel, including part-time, interim, resident, or open-end contract personnel, shall be employed for a subject or service area or program



until all personnel on lay-off awaiting recall have been provided an opportunity to fill the open position for which they are qualified.

- D. When no position is available for which a person is qualified, s/he shall be given first consideration, based on seniority, for any new position or program for which s/he can become qualified prior to the inception of the position or program. Verification of competency and qualification must be presented to the Employee Relations Division prior to the issuance of a contract.
- E. Upon reemployment, all rights related to salary and fringe benefits shall be restored. Seniority shall continue to accrue while their names are on the recall list.
- F. A teacher awaiting recall who accepts a part-time assignment as the only position available, shall be offered the first full-time position that becomes available before another teacher awaiting recall with less seniority.

#### 6.3.1.2.4 Requirements for Teachers Awaiting Recall

- A. Teachers on recall shall submit an address and telephone number to the Employee Relations Division indicating where they can be reached during the summer recess (including address and telephone number where they can be reached should they leave town.) Teachers may authorize the Employee Relations Division, in writing, to accept a position for them in their absence. The Employee Relations Division shall supply forms for this purpose.
- B. If a teacher on recall cannot be reached by telephone, a registered letter will be sent to address submitted specifying a reasonable amount of time to respond.
- C. If no address or telephone number is provided, or the teacher fails to respond within the reasonable time specified, the next one on recall will then be offered the position(s) available.

#### 6.3.1.3 Assignment of Personnel

##### 6.3.1.3.1 Service or Subjects/Assignments

- A. Teachers shall be consulted by the department chairperson regarding the subjects/assignments they would prefer for the following school year. This consultation shall take place prior to development of department assignments. The department chair, the principal and another administrator selected by the principal shall develop a departmental schedule based upon consideration of the teachers' stated preference, professional preparation, teaching experiences and staffing needs. These department assignments shall be presented at a departmental meeting where the staff, as a group, reviews it.
- B. Within five (5) days after the departmental meeting, any teacher who does not agree to his/her assignment shall meet with the department chair and the principal and appeal for a change in assignment. Within seventy-two (72) hours after the meeting is concluded, the principal shall send all participating parties his/her decision, which will include the rationale.

- C. If the teacher is still not satisfied with the assignment, the teacher shall have the right of appeal directly to the Superintendent's designee, who will call a meeting involving the teacher, a representative from the CTA (if the teacher chooses), and the principal. The meeting will be held within ten (10) work days unless another time is mutually agreed upon. The Superintendent's designee will render a written decision with copies to all participating parties within 72 hours of the meeting. This decision will be final and no further appeal or grievance shall be filed.
- D. All teachers shall be given notice of their assignments for the forthcoming year as soon as the master schedule is completed, and in no event later than the first day of the next to last week of school. When changes in schedule must be made after that date, an attempt shall be made to contact the teacher by telephone. If contact is not made by phone, a follow-up letter shall be sent immediately to the teacher, using the summer address left by the teacher in the school office, with a copy to the CTA.
- E. Teachers shall normally be scheduled with two preparations per semester. There may be situations in some departments where they will be assigned three preparations. The nature of the Exceptional Student Program classes is such that these limitations will not apply, although the number of preparations will be limited as much as the program permits.
- F. Any teacher may request to have more than three preparations. The request shall be made, in writing, to the department chair, who (after reviewing the matter with the department members) will make a recommendation to the principal, who will make the decision. All such requests shall be reviewed by the Campus Committee.
- G. A teacher may choose to have more than three preparations if the only other option is a reduction in teaching periods for the teacher.
- H. Any assignments in addition to the normal teaching schedule during the regular school year, including Adult Education courses, Driver Education, extra duties enumerated in Schedule F, other than those enumerated in the teachers' contracts, and summer school courses, shall not be obligatory but shall be with the consent of the teacher. Preference in making such assignment shall be given to the teacher regularly employed in the District. Any person who is qualified shall have an equal opportunity for consideration for such assignment.
- I. Husband and wife may be assigned to the same campus. In case either spouse accepts an administrative position in the school or a department chair in the department in which the other spouse teaches, the other spouse will be assigned to another campus. Such assignments will be made at a time which will minimize student disruption.

#### 6.3.1.3.2 Request for Reduced/Increased Assignment

- A. A teacher with continuing status may elect to have his/her assignment reduced to an .8 or .6 assignment with a commensurate reduction in salary, but will retain all other benefits and privileges of a continuing teacher, as well as proportionate professional responsibilities. Such reduction in assignment shall be for a period of no less than one semester and may be renewed

annually at the teacher's option.

- B. The teacher shall inform the principal of his/her intention to reduce and/or increase his/her assignment by October 15 for second semester and by March 15 for first semester or a full year. If unforeseen circumstances arise after the specified date, requests for reduction/increase in an assignment may be approved by the principal or educational supervisor after reviewing the circumstances involved.

#### 6.3.1.3.3 Study Hall Assignments

- A. Study hall proctors specifically hired for study hall supervision shall be assigned a maximum of five periods of duty. No more than two periods may be assigned as teaching periods if they are needed to complete the staffing in the subject area in which the study hall proctor is qualified. S/He will be paid from the regular teacher salary schedule for the teaching period(s). If the study hall proctor is needed for a third teaching period, s/he will be paid as a full-time teacher with an assignment of three teaching periods and two study hall periods.
- B. A full-time regular teacher shall be assigned no more than two periods of campus supervision if there is no teaching assignment available for that teacher. There will be no change in salary as a result of the campus supervision assignment.
- C. A teacher hired as a regular teacher who does not have a full-time assignment (i.e., less than five periods) shall be assigned no more than two study hall supervision periods, and payment will be made on a pro-rata basis at the appropriate pay rate for each assignment.

#### 6.3.1.3.4 Reassignments

##### 6.3.1.3.4.1 Criteria for Requesting Reassignment

- A. Except under unusual circumstances, a probationary teacher may not apply for reassignment.
- B. A continuing teacher must have served at a campus or educational unit for at least two (2) full years to be eligible to apply for reassignment, except a teacher who has been identified as "to be assigned" (TBA) or a teacher who has been declared surplus (IRS), who may be reassigned after one semester.
- C. A continuing teacher who received a preliminary notice of inadequate classroom performance is not permitted to request a campus or area reassignment until the assessment and evaluation process has been completed.

##### 6.3.1.3.4.2 Reassignment List

- A. There shall be one District Reassignment List per subject or service area or special program area.
- B. To be reassigned, a teacher must have his/her name appear on the Reassignment List.



- C. A teacher may be reassigned under the provision Superintendent Initiated Reassignment (SIR) without his/her name appearing on the Reassignment List.
- D. Each department/program Reassignment List will show teacher name, type of reassignment status, and date of hire in seniority order.
- E. A copy of the Reassignment List will be posted in each school/educational unit and will be provided to the CTA office.

#### 6.3.1.3.4.3 General Guidelines

- A. A teacher may not be assigned to an area for which s/he does not meet North Central and/or State Certification requirements.
- B. When a teacher is involuntarily reassigned to a position outside his/her current teaching area, s/he shall be given an opportunity to return to his/her previous teaching area within the first thirty (30) days of any semester if a vacancy occurs and if his/her seniority would qualify him/her to be the next person to be offered that vacancy.
- C. If a position (which had previously been declared a surplus position) opens at a campus up to thirty (30) days after the opening of school or the beginning of a semester, the TIRS or IRS teacher reassigned from that campus and department shall have first priority to return. If there is more than one teacher in these categories, the one with the most seniority will be given priority.
- D. Vacancies which occur the first thirty (30) days of a semester shall be filled by teachers who have been surplus from the campus at which the vacancy occurs.
- E. If there are no teachers surplus from the campus at which the vacancy exists, then the position shall be filled by teachers on the Reduction-in-Force list.
- F. Teachers who are assigned to study hall who are on a Reduction-in-Force list shall be offered teaching positions for which they are qualified in the order of their seniority throughout the school year.
- G. If there are no teachers on the Reduction-in-Force list, then the position shall be filled with a new hire.

#### 6.3.1.3.5 Seniority

- A. Seniority shall be determined by the first date of current full-time continuous employment as a teacher for which the teacher was paid. The only exception will be for teachers hired for employment at the Continuing Education Center (CEC). If such teachers attend the superintendent's New Teacher Orientation along with all other teachers hired new to the District, those teacher's seniority will be measured from the first contract date, according to the approved school calendar, of other new teachers to the District on a nine-month assignment even though their full-time continuous employment runs from mid-September through mid-June. Approved leaves of absence do not break continuity of service. Full-time shall mean an assign-



ment of .6 or more for teachers hired prior to 1980-81. Part-time employment will not count toward seniority for new employees beginning with the 1980-81 school year.

- B. If ties are evident, a teacher's seniority shall be determined by the date of approval for hire by the Governing Board. Remaining ties shall be broken by determining the date that the employee signed his/her first contract. Any persisting ties will be broken by referring to the date of the recommendation for hire as it appears on the original personnel action request.

#### 6.3.1.3.6 Definitions

##### 6.3.1.3.6.1 Subject Area

Any teaching area which requires a state secondary teaching certificate.

##### 6.3.1.3.6.2 Service Area

Any non-teaching area which requires a specific state certificate or license. This includes areas such as Counseling, Social Work, Library Science, Speech, Hearing, and the Campus Health Center.

##### 6.3.1.3.6.3 Special Program Area

Any teaching area which does not require a state secondary teaching certificate. This includes those areas for which a special vocational certificate is the minimum or only requirement for employment.

#### 6.3.1.3.7 Seniority Lists

- A. A list of all teachers in the District, showing each teacher's name and the date of hire in seniority order, shall be compiled and updated each year by February 1.
- B. Seniority lists shall list each teacher by subject or service area or special program area in which s/he is currently serving.
- C. Copies of the Seniority Lists will be available in the Employee Relations Office, in each principal's office, and by subject area in the departmental office. A copy of the List will be sent to the CTA office.
- D. Before any reassignments occur, the Employee Relations Division will have posted, in the office of each school or department, a Seniority List for each department/program which includes all teachers on the Reassignment List. A copy of this List will be provided to the CTA office and will be updated with the CTA as changes are made.
- E. If a teacher is Reduced-in-Force and wishes to be included on other Seniority Lists where s/he has met North Central and/or State certification or endorsement requirements, the teacher will send a declaration and documentation of such additional competency to the Employee Relations Division within 24 hours after initial notification of being reduced-in-force. Otherwise, the teacher's length of service will be determined only in the subject, service, or special program area in which s/he is currently serving. Other areas of

competency will be considered only if a teacher is in danger of being reduced-in-force in his/her current area.

- F. A listing of all Seniority Lists and requirements will be available in the Employee Relations Division office and in each principal's office by February 1. A copy of this listing will be provided to the CTA office and will be updated with the CTA as changes are made. A copy of this listing will be sent to each teacher when s/he is notified of being reduced-in-force.

#### 6.3.1.3.8 Surplus Teachers

##### 6.3.1.3.8.1 Surplus Defined

Surplus is a situation which exists when there are more teachers under contract and assigned to a school/unit than are needed according to District staffing standards as they apply to registration/membership.

##### 6.3.1.3.8.2 Declaration of Campus/Departments Prior to RIF/Surplus

- A. Prior to identifying those teachers to be surplussed or Reduced-in-Force at the end of the current school year, a teacher with an assignment between two or more campuses and/or departments, shall declare which campus and/or department(s) of those currently assigned s/he prefers and shall be assigned to that campus and department(s). This assignment shall not exempt the teacher from surplus or RIF.
- B. Prior to identifying those teachers who will be surplussed or reduced-in-force, the principal may, with consensus of the CTA Unit Chair and any teacher directly affected, make such interdepartmental changes that will reduce the number of split assignments between campuses.

##### 6.3.1.3.8.3 Exemptions from Surplus

- A. The principal/designee or educational unit supervisor shall meet with the department chair and the CTA unit chair and shall reach consensus regarding the exemption of individual teacher(s) within the department from surplus. The declaration of exemption shall be guided by departmental needs.
- B. In addition to the provisions of paragraph A, the principal may exempt up to three (3) teachers. No more than three (3) exemptions may be used in any one school year. No more than one (1) exemption may be used in any one department, except two (2) may be used in Physical Education/Health. Department chairs shall not be exempt from consideration as surplus teachers.
- C. Prior to any department meeting to identify the surplus teacher(s), the principal will have identified the teacher(s) exempted from surplus. In addition, the principal will have transmitted to the CTA unit chair and to the department chair(s) for distribution to department members the name(s) of the teacher(s) exempted and the reason(s) for their exemption.

##### 6.3.1.3.8.4 Declaration of Surplus

- A. The principal/designee or educational unit supervisor will call a meeting of all teachers in the department to seek a volunteer who will declare him/her-

self surplus. Departmental meetings for the purpose of declaring surplus may be held at any time a surplus situation exists.

- B. If there are no volunteers, the department member with the least seniority, excluding the exempt teacher(s), will be declared surplus.
- C. A teacher identified as surplus shall have his/her name placed on the Reassignment List.
- D. The teacher selected for surplus shall have the right to appeal first to the principal, and if not satisfied, then to the Assistant Superintendent for Instruction, whose decision is final.

#### 6.3.1.3.9 Reassignment Categories

There are seven (7) types of reassignment categories:

##### 6.3.1.3.9.1 Teacher Initiated Campus Reassignment (TICR)

The teacher who wishes reassignment to another campus must submit the Request for Transfer Form to the Director of Certificated Personnel with a copy to the principal or educational unit supervisor by December 1 for implementation the second semester and by March 15 for implementation the following year. This request must specify all campus assignments the teacher would accept.

##### 6.3.1.3.9.2 Teacher Initiated Area Reassignment (TIAR)

The teacher who wishes reassignment to a new teaching area shall:

- A. Have on file in the Employee Relations Division official transcripts verifying that s/he has met the qualifications to teach in the new area; and
- B. Submit the Request for Transfer Form to the Director of Certificated Personnel with a copy to the principal or educational unit supervisor by December 1 for implementation during the second semester and by March 15 for implementation the following year; and
- C. Attach to the Request for Transfer Form a signed statement agreeing to accept one of the available vacancies in the subject, service or special program area.

##### 6.3.1.3.9.3 Teacher Initiated Reassignment Surplus (TIRS)

This is a voluntary request of a teacher to be identified as surplus within a department. The teacher must make this request within two days of the departmental meeting to declare surplus.

##### 6.3.1.3.9.4 Involuntary Reassignment Surplus (IRS)

An IRS teacher is one who has been identified as surplus under the surplus teacher identification procedure.

##### 6.3.1.3.9.5 Superintendent Initiated Reassignment (SIR)



The Superintendent may reassign a teacher to a new assignment. In any re-assignment of this type, the Superintendent shall transmit to the teacher the reasons, in writing, at the time of the reassignment with notification of the reassignment to the CTA office.

6.3.1.3.9.6 Return from Extended Leave of Absence (RELA)

A RELA teacher is one who has been on leave of absence from his/her school for more than two semesters and is no longer automatically reassigned to the same unit from which s/he took his/her leave.

6.3.1.3.9.7 To Be Assigned (TBA)

This category includes those teachers who must be assigned as a result of the elimination of an entire certificated job category or a school closure. This category also includes teachers hired new to the District after the first thirty (30) days of any semester and those who took the place of teachers on leave of absence. An administrator would be placed on the Reassignment List if his/her position were reduced or eliminated and provided s/he had previously obtained tenure as a teacher in the Phoenix Union High School District.

6.3.1.3.10 Position Vacancies

6.3.1.3.10.1 Posting Vacancies

- A. Before any reassignments occur, the Employee Relations Division will have posted in the office of each school or department a list of all known teaching vacancies in all programs. A copy of this list will also be provided to the CTA Office and will be updated with the CTA as changes are made.
- B. Each open position posted will show work location and department.

6.3.1.3.11 Reassignment Meeting

6.3.1.3.11.1 Notification of Reassignment Meeting

- A. Before the end of each semester, the Assistant Superintendent for Employee Relations/designee and the CTA President will plan and organize the Reassignment Meeting.
- B. At least two (2) weeks before any reassignments occur, the Employee Relations Division shall have sent to each teacher on the Reassignment List notification of the location and time of the Reassignment Meeting.
- C. Between the notification of the Reassignment Meeting and the actual meeting, teachers on the Reassignment List are encouraged to contact principals and department chairs to learn more about the positions available.

6.3.1.3.11.2 Attendance or Proxy at Reassignment Meeting

- A. The Reassignment Meeting will occur prior to exam week each semester.
- B. Each teacher on the Reassignment List will be expected to attend or send a proxy to the Reassignment Meeting.



- C. A teacher planning to send a proxy to the Reassignment Meeting must send the Phoenix Union High School District Proxy Statement to the Employee Relations Division.
- D. The Phoenix Union High School District Proxy Statement must be received by the Employee Relations Division no later than two (2) days prior to the date of the Reassignment Meeting.
- E. If an emergency occurs within the two (2) days prior to the date of the Reassignment Meeting, a teacher, who is unable to attend the Reassignment Meeting and who has failed to send the Proxy Statement to the Employee Relations Division, will contact the Employee Relations Division and will verbally authorize a proxy.
- F. If a teacher (or proxy) fails to attend the Reassignment Meeting, it will be assumed that an emergency has occurred which has made it impossible for the teacher to contact the Employee Relations Division. In this case, the TICR will retain his/her current assignment. All others will be assigned by the Employee Relations Division with input from the CTA President.

#### 6.3.1.3.11.3 The Reassignment Process

- A. Teachers on the Reassignment List shall be offered all position vacancies for which they qualify and for which they are eligible based upon their reassignment status in the order of their seniority. A TICR shall be offered a position only when a position exists at a site s/he has requested.
- B. A list of all vacancies showing FTE (Full-Time Equivalent) and specific teaching assignments shall be posted at the Reassignment Meeting.
- C. The specific assignment of a TICR who accepts a new assignment at the Reassignment Meeting shall be added to the list of position vacancies for the purpose of reassignment.
- D. A teacher, when offered a position or positions, may select a position or may elect to decline (pass).
- E. A teacher may select a position according to the following guidelines:
  - 1. A teacher may select a full-time position at one school.
  - 2. A teacher may select a part-time position at one school as a reduced assignment (contract).
  - 3. A teacher surplussed part-time from a campus may select an additional part-time position at another campus enabling the teacher to remain part-time at his/her current campus.
  - 4. A teacher may select a combination of part-time assignments at no more than two (2) schools providing the assignment results in a full-time assignment or providing the teacher requests a reduced contract if the combination results in less than a full-time contract.

5. At the Reassignment Meeting no full-time position may be split, and every effort will be made to minimize split assignments.
- F. A teacher may elect to decline (pass) a maximum of two (2) times.
  1. A teacher whose status is TICR must accept a position offered the third time his/her name is called or remain at his/her current assignment.
  2. A teacher whose status is TIAR, TIRS, IRS, RELA, or TBA must select a position offered the third time his/her name is called or will be required to accept an administratively assigned position from the remaining vacancies.
- G. Each time a new position is posted, the most senior teacher on the Reassignment List who is eligible, based on his/her reassignment status and qualifications, shall be offered the position and the process will continue with those teachers remaining on the Reassignment List.
- H. A decision to accept a position is final except for teachers who are required to accept split assignments. These teachers will be offered, in seniority order, any non-split, full-time positions that occur within the first thirty (30) days of the first semester in which the decision to accept the split assignment becomes effective. The teacher will have 24 hours in which to make his/her decision.

#### 6.3.1.3.12 Department Chair Released Time

- A. At least nine (9) periods of released time for the department chair shall be provided for each campus, not including ESP. As funds are available, top priority shall be given for additional periods of released time for department chairs to be distributed equally among all campuses.
- B. Among the criteria to be considered by the principal in allocating periods of released time to department chairs shall be:
  1. Size of the department (e.g., English, because of the number of teachers, may be allocated two periods of released time).
  2. Amount of supplies, materials, and equipment in a given department.
  3. Need and/or desire for curriculum revision in a given department.
  4. Workload dictated by basic skills requirements.
- C. Additional periods of released time for department chairs may be provided if the staffing, through the use of departmental averages, permits additional periods of released time to be provided without any increase in costs or staff.
- D. Each department chair shall have a preparation period.

#### 6.3.1.3.13 Student Schedule Changes

- A. All necessary changes (to correct errors, etc.) will normally be completed by

the end of the first week of classes and no later than the end of the second week of classes.

- B. After the second week, changes of a discretionary nature (on the part of the student) will be completed only under unusual circumstances and only after consultation with the teachers involved and final approval by the Principal or designee.

#### 6.3.1.3.14 Determination of Student Stations

The Principal or his/her designee, the department chair, and a teacher from the department shall complete a listing of maximum student stations for each classroom. If a question arises concerning the listing, it will be reviewed by the Campus Committee. This list to be updated annually.

#### 6.3.1.3.15 Class Loads

For the 1986-87 school year, the Governing Board has established the following class loads:

- A. The maximum number of student/teacher contacts per day will be 167, with the following exceptions:
1. For initial enrollment, however, the maximum number of student/teacher contacts shall not be more than eight over the maximum student/teacher contacts per day. If this limit is exceeded, then the teacher will notify the principal. The principal shall reduce the teacher's load to the specified limits within two days after notification.
  2. Membership in individual classes will be limited to the number of student stations plus four. This is applicable by the end of the fourth week of classes.
  3. Class loads must conform to the student stations plus one by the end of the sixth week of classes.
  4. The departmental average in Physical Education shall be no more than 170 student/teacher contacts per day. Individual teachers shall have no more than 175 contacts per day.
  5. The departmental average in Music shall be no more than 180 student/teacher contacts per day.
  6. By a majority vote at a meeting, a department other than Physical Education or Music may recommend to the principal a department average of not more than 167 student/teacher contacts per day. Limit for an individual teacher in the department shall be 175 students.
  7. Student contacts for English 1-2, 1-2H, English 3-4WE, General Math 1-2, Math Skills 1, MRT 1-2, and Reading Skills 1-2 shall be twenty-eight (28). Student contacts for English 1-2WE shall be twenty-six (26).
  8. Student/teacher contacts in English for Speakers of Other Language (ESOL) classes shall be limited to 16:1 per class.



B. Exceptional Student Program Teachers. Class loads for ESP shall not exceed the following ratios:

1. EMH 95:1 student/teacher contacts per day (19:1 contacts per class)
  - (a) LD/EH LSL 95:1 student/teacher contacts per day (19:1 contacts per class)
  - (b) Basic English, Math and Reading 95:1 student/teacher contacts per day (19:1 contacts per class)
  - (c) Other Basic Skills 95:1 student/teacher contacts per day
  - (d) Life Skills (21:1 contacts per class)
2. ESP Power Machinery classes 85:1 student/teacher contacts per day (17:1 per class)
3. EH Self Contained 95:1 student/teacher contacts per day (105:1 with an aide)
4. TMH 95:1 student/teacher contacts per day (105:1 with an aide)
5. Hearing 14:1 student/teacher contacts per day
6. Vision 8:1 student/teacher contacts per day
7. Speech 40:1 at any one time
8. Work Experience LD/EMH 36:1 student/teacher contacts per day
  - 1-10 = .2 teaching assignment
  - 11-17 = .4 teaching assignment
  - 18-24 = .6 teaching assignment
  - 25-31 = .8 teaching assignment
  - 32-36 = 1.0 teaching assignment

C. No more than six (6) ESP students will be mainstreamed into any General Education or Occupational Educational Class.

D. In preparing schedules for ESP teachers, administrators and department chairs will make every effort to limit the number of preparations assigned per period and per semester.

E. For each period of released time or nonteaching assignment for a teacher given as part of the five teaching periods, the maximum number of student/teacher contacts shall be reduced by 33 for those teachers with

classes on the 167:1 ratio, and proportionately for teachers with classes with a lesser ratio.

F. Staffing allocations for counseling shall be as follows:

1. 425 regular students = 1 counselor
2. 295 ESP students = 1 counselor
3. The counseling chair shall have no more than 354 students assigned to him/her.
4. The maximum number of students assigned to a counselor shall not exceed 425. If ESP students are assigned through the department, individual counselor loads shall be proportional to the staffing allocations.

G. Staffing for Student Government

If academic credit is offered for student government, staffing shall be provided according to the District's current school staffing ratio.

- H. As budget funds are available, every attempt will be made to recognize the need for additional staffing on the basis of one teacher for each 75 students who are at or below stanine 3 on standard reading test.

6.3.1.3.16 Procedures Due to School Closure/Phase Out or Surplus

- A. The following procedures will be applicable in any year when, for the ensuing year, ten percent or more of the District's teaching staff are affected by school closure/phase out or surplus.
1. The Reassignment Meeting shall be held at the earliest possible date in order to permit teachers to meet with their new department and to determine their new teaching assignment prior to the end of the current school year.
  2. All teachers, including those new to the department, shall be consulted by the department chairperson at an open department meeting regarding the subjects/assignments they would prefer for the following year. This consultation shall take place within ten (10) school days after all tenure teachers on the Reassignment List for that teaching area have their new assignments. If all tenure teachers in a teaching area have not been reassigned, a new date will be decided upon by the CTA and the administration. The department chair and the department teachers shall develop a tentative department schedule based upon consideration of the teachers' stated preference, professional preparation, teaching experience, staffing needs and administrative scheduling directions.
  3. The tentative department schedule will be sent to the administration for utilization in the development of the master schedule.
  4. In case of a disputed assignment, the department chair for the next year and principal/designee shall develop a tentative department schedule, based upon consideration of the teachers' stated preference, professional

preparation, teaching experience, and staffing needs. A copy of the tentative schedule shall be sent to all teachers in the department within one week of the department meeting.

5. If a teacher is still not satisfied with his/her assignment, s/he may appeal.
6. The selection of department chairpersons shall not be made prior to the annual department organizational meeting.
7. The selection of any open schedule F assignment shall not be made prior to the annual department organizational meeting.
8. There will not be any Teacher Initiated Campus Reassignments (TICR) or Teacher Initiated Area Reassignments (TIAR) for the next semester.
9. Newly reassigned teachers who indicate dissatisfaction with their assigned school, shall be contacted in seniority order if/when any positions in their area open, up to thirty (30) days after the opening of schools. The notification of dissatisfaction must be submitted in writing to the Employee Relations Division within five (5) days after reassignment, and must list schools the teacher would accept. The teacher will be given two opportunities only for reassignment, should an opening occur.
10. All teachers hired new to the District for the ensuing year will be placed on the Reassignment List as a TBA at the end of that year.
11. All teachers shall be given written notice of their assignments for the forthcoming year by the last day of the school year.

#### 6.3.1.3.17 School Consolidation

- A. As soon as official action is taken to consolidate schools, the faculties of the two schools will be regarded as one faculty. Professional Agreement language will be followed in determining surplus and in determining assignments and/or subjects to be taught. Department chairs for each newly formed department will be appointed according to Professional Agreement procedure.
- B. If there is more than one teacher at the consolidation campus with the same Schedule F assignment other than department chair, requesting continuation of that assignment, the following process shall be implemented:
  1. If it is a single Schedule F assignment (e.g., newspaper, gymnastics, etc.), the teacher with the most District experience in the assignment shall be offered the job.
  2. When more than one coach is assigned to the activity, the varsity coach with the most District experience in the position of varsity coach shall be offered the assignment. All other coaching positions shall be vacated and any faculty member may apply.
  3. In the activities which involve three or more total coaching assignments at least one-third of the coaching staff shall be chosen from the applicants previously holding similar assignments at the school of closure.



4. There will be no Schedule F exemptions during the implementations of consolidation.

#### 6.3.1.4 Job Descriptions

(see Governing Board Policy and/or Regulation)

#### 6.3.2 Procedures - Procedures for Recruitment and Selection

##### 6.3.2.1 Advertising Vacancies

(see Governing Board Policy and/or Regulation)

##### 6.3.2.2 Requirements for Selection

###### 6.3.2.2.1 Selection of Department Chairs

- A. Department chair positions shall be declared vacant every three years.
- B. The principal, and a teacher who is not an applicant for the chair position and who has been elected by members of the department, shall interview prospective applicants from the department. The principal and the teacher member of the interview committee shall reach consensus on a recommendation for the chair position. The recommendation shall be made by the principal to the Assistant Superintendent for Instruction, who will make the final selection.

If all teachers in a given department are applicants for the chair position, the CTA unit chair will serve with the principal to make the recommendation for the department chair. This recommendation will be forwarded to the Assistant Superintendent for Instruction for final approval.

- C. Known openings will be advertised on campus by May 1 annually. Selections will generally be made and posted prior to May 31, but exceptions may be made at the discretion of the principal in the event of a significant number of unfilled positions within a given department. Such selections will be made no later than September 10.
- D. If there are no members of the department willing to be applicants, or if no members of the department are recommended in the above procedures, the position will be advertised District-wide. Applicants must be from the appropriate teaching discipline. The principal will conduct the interviews and forward the name of the recommended applicant to the Assistant Superintendent for Instruction for final approval. The recommended applicant may not be chosen from earlier applicants who were not accepted prior to the position being advertised District-wide. If this applicant is approved, and no opening in the department exists, the surplus procedures in the Professional Agreement will be followed.

###### 6.3.2.2.2 New Hires

###### 6.3.2.2.2.1 General Requirements

- A. Teaching or service area needs.
- B. Special qualifications for coaching or cocurricular activities.
- C. Ethnic awareness.
- D. Sensitivity to learning styles of students.
- E. Teaching skills.
- F. Prior experience.

#### 6.3.2.2.2.2 General Procedures

- A. A completed application form must on file in the Employee Relations Division before any prospective employee may be considered for employment. Every person interviewed must be given an application form.
- B. The selection of certificated personnel is based primarily on:
  - 1. an evaluation of the written application, transcripts, recommendations and references, and
  - 2. personal interviews.
- C. The district interview card must be completed and the original filed in the Employee Relations Division.
- D. When a position is to be filled, all qualified applicants must be considered for the vacant position. Before a new teacher is hired, any qualified teacher identified as surplus must have been assigned, as well as consideration given to teachers requesting reassignment as previously specified.
- E. No official commitment exists until the Personnel Action Request has been prepared, submitted to, and approved by the Employee Relations Division. The Employee Relations Division will not approve the Personnel Action Request until the applicant has provided the Employee Relations Division with a valid certificate.
- F. Newly hired personnel must have the appropriate certificate(s) recorded with the Maricopa County Superintendent of Schools prior to the first day of work. The employee cannot be paid for any time worked prior to this recording with the Maricopa County Superintendent of Schools.
- G. All certificated personnel are employees of the District, not a particular school, and may be initially assigned to any unit in the District to positions for which they are qualified.
- H. Professional staff may be hired with either a Bachelor's or Master's degree. The District requirements must be met for any given position, which include 30 semester hours of credit in the major subject area in most cases.
- I. A team consisting of the department chair and the principal (or educational unit supervisor), serving as chairperson, shall be involved in the recommend-

ation process.

- J. To be assigned to a certificated position in this District, an applicant must have a valid Arizona certificate for the vacant position and meet any specialized certification requirements in a particular area.
- K. No certificated personnel will be assigned to teach outside the scope of his/her teaching certificate or major or minor field of study as determined by the North Central Association or State Department requirements needing special endorsement(s).
- L. The chief administrator at the unit (i.e, principal or educational unit supervisor) will have the primary voice in the selection.
- M. It is essential that the Affirmative Action File, which contains the applications of women or ethnic minorities who have not been employed, be consulted to determine if qualified applicants are available in this file. The team will give every consideration to the hiring of applicants from this file.
  - 1. All members of the selection team are encouraged to consult the Affirmative Action File.
  - 2. A record must be made indicating that the Affirmative Action file was consulted by at least one member of the recommending team before a vacancy is filled.

#### 6.3.2.2.3 Selection for Schedule F Assignment Other than Coaching

Normally, Schedule F Assignments other than coaching, will be made only to certificated staff at a school. If it has been determined that there is no candidate available from among the certificated personnel at that school, it is possible to utilize other district employees who are qualified.

#### 6.3.2.2.4 Selection of Coaches

- A. Candidates for varsity head coaching positions shall be screened, interviewed, and selected by the principal.
  - Step 1 - First consideration shall be given to faculty members on the campus.
  - Step 2 - If no candidate is selected for hire in Step 1, the coaching position shall be advertised District-wide.
  - Step 3 - If there are no District candidates selected, the principal shall interview candidates from outside the District.
- B. Assistant coaches shall be selected by the consensus of the principal and the head coach.
  - Step 1 - First consideration shall be given to faculty members on the campus.
  - Step 2 - If no candidate is selected for hire in Step 1, the coaching position shall be advertised District-wide.



Step 3 - If there are no District candidates selected, the principal shall interview candidates from outside the District.

- C. Should there be no consensus, each party will submit recommendations with rationale to the Director of Athletics, Health and Physical Education, who will select a candidate to be recommended for the position.
- D. If a coaching position becomes vacant within four weeks of the start of the season or during the season, the principal shall name an acting coach for the affected sport(). Such positions shall be considered vacant for the following year.
- E. Only a certificated person may be hired as a head coach.
- F. A coach from within the District who has been chosen to coach on another campus should be given an unassigned seventh period, if possible, to enable him/her to report to the second campus as early as possible.
- G. If a sport program begins, but is cancelled for good and sufficient reason during the season, the principal shall submit a cancellation of the Schedule F contract as soon as possible.
- H. Milage one way will be paid any District coach with a coaching assignment on another campus. A non-District coach will also be paid mileage one way to the coaching assignment. The maximum mileage shall not exceed \$150.00 per coaching season.
- I. All Schedule F assignments given to personnel employed as teachers of the Phoenix Union High School District are one-year appointments with the option by the principal of recommending reappointment or of written notification to the employee of non-reappointment after just cause is established through due process prior to the end of the school year.
- J. When a teacher with a Schedule F assignment is placed on a RIF list, his/her Schedule F assignment will be discontinued at the end of the school year and no recall protection is provided.
- K. All Schedule F assignments to District personnel not employed as teachers and to non-District personnel shall be for one year only and must be re-advertised according to the procedures indicated above. The principal may choose to eliminate step 2 of the selection process. All coaches affected by the procedure shall be so notified at the time of appointment.
- L. District personnel not employed as teachers and non-District personnel may be selected for a fall sport prior to the end of the school year. All other selections in this category shall be made no sooner than August 15th of the year affected.
- M. Interns for whom the department chairperson are responsible shall be included in the department total. The department total in Physical Education, either boys or girls or a combined department, shall be increased by one if ten or more coaching assignments are given to teachers in teaching areas other than Physical Education.

- N. The department total for Physical Education shall be increased by one in a combined department for the Physical Education Equipment Repairman or by 5/10 each for a Boys Physical Education Department and a Girls Physical Education Department.
- O. Schools either phasing out or beginning AIA sanctioned athletic competition shall be entitled to participate in sports programs at the level best suited to the athletic ability of the participants. The school shall offer at least one fall, winter, and spring sport for girls and for boys. Should it be determined by the unit, in conjunction with the Director of Athletics, Health and Physical Education, that the appropriate level shall be below that of varsity competition, such teams shall be under the direction of a head coach, who shall be paid at a rate one percentage point of base below that of the varsity level index.

#### 6.3.2.2.5 Selection of School Nurses

Applicants for vacancies in the position of school nurse shall be interviewed by the principal, a school nurse, and such other as the principal and the nurse deem appropriate.

##### 6.3.2.2.5.1 Probationary Period for School Nurses

Nurses will be in a probationary status during the initial ninety (90) workdays of employment. During this time, the probationary nurse is subject to release or discharge by the District. Information forming the basis for such action shall be made available to the employee.

#### 6.3.2.3 Recommendations for Employment

(see Governing Board Policy and/or Regulation)

#### 6.3.3 Certificate, Degree and/or Special Preparation Requirements

##### 6.3.3.1 Certification Requirements - Vocational Teachers

##### 6.3.3.1.1 Specialized Vocational Program Teachers in The Areas of Trades and Industry, Health Occupations, and Other Specialized Vocational Certificated Areas

- A. A Provisional Arizona Vocational Certificate is acceptable for initial employment.
- B. Must meet State certification requirement of earning a minimum of five hours per year toward basic or standard vocational certificate.
- C. An Arizona Secondary Teacher Certificate is not a specific requirement.
- D. A Master's Degree is not required after the third year of employment.

##### 6.3.3.1.2 Other Vocational Education Teachers

- A. A valid Arizona secondary teaching certificate is required.

B. The appropriate valid vocational certificate is required in any of the following subject areas:

1. Distributive Education
2. Home Economics-Consumer and Homemaking
3. Home Economics-Related Occupations
4. Office Education

6.3.3.1.3 Teacher-Coordinator Positions

- A. A valid Arizona secondary teaching certificate or vocational certificate is required.
- B. A valid Arizona vocational education certificate with a cooperative education endorsement is required in the following subject areas:
1. Distributive Education
  2. Health Occupation Education
  3. Home Economics-Related Occupations
  4. Office Education
  5. Trade and Technical Education

6.3.4 Contract for Employment and Acceptance of Contracts

(see Governing Board Policy and/or Regulation)

6.3.5 Classification of Employment

(see Governing Board Policy and/or Regulation)

6.3.5.1 Probationary and Tenured Teachers

(see Governing Board Policy and/or Regulation)

6.3.5.2 Probationary Classified

(see Governing Board Policy and/or Regulation - not applicable to teachers)

6.3.5.3 Temporary Certificated Personnel

- A. When the substitute teacher is needed in the same classroom situation for more than 20 consecutive days, the substitute teacher will be placed on an open-end contract, but only under the following conditions:
1. That the teacher must possess at least a provisional or basic Arizona teaching certificate, qualifying the teacher to teach a subject of his/her major or minor field for which s/he is being hired.



2. A Personnel Action Request must be sent to the Employee Relations Division requesting that the substitute teacher be placed on open-end contract.
  3. A teacher who has become eligible for or been given an open-end contract during a semester at one school, and then is assigned within five school days to another class or school where an extended absence is expected, or where there is a no-teacher situation, shall be issued an open-end or interim contract.
  4. The substitute teacher's work must have been rated satisfactory.
- B. A list of open-end contract teachers shall be sent to the office of the CTA on the first work day of each month.
  - C. Teachers on open-end contract, as well as substitute teachers, are temporary employees and, therefore, receive none of the fringe benefits accorded regular teachers.
  - D. The open-end contract teacher must be evaluated at least once before a second open-end contract or a regular contract may be offered that teacher. A copy of the evaluation must be on file in the Employee Relations Division.
  - E. If an open-end contract teacher is needed beyond the end of the first open-end contract period in a two-semester school, the teacher will receive a regular contract for the remainder of the semester, unless s/he is replacing a teacher who is expected to return from an extended absence before the end of the semester, in which case, a second open-end contract will be issued until the return of the teacher. A teacher on a regular contract under these provisions is eligible for fringe benefits retroactive to the first day of employment. A new Personnel Action Request must be submitted.
  - F. If an open-end or interim teacher is needed beyond the end of a semester, the teacher will be made a regular employee and eligible for fringe benefits for the full semester.

EXCEPTIONS:

1. The situation where a regular teacher for whom the openend teacher is substituting will probably return from extended absence sometime during that period.
2. In cases where uncertainty exists concerning the need for a teacher, a teacher may substitute for up to twenty (20) days, after which time the teacher will be given a regular contract or will be terminated.
3. When a teacher returns from an extended absence, a Personnel Action Request must be sent immediately to the Employee Relations Division terminating the employment of the teacher on open-end contract.
4. No fringe benefits will be allowed any teacher until s/he becomes a regular employee teaching three periods or more.

5. Any teacher who has taught full-time for more than onehalf of the number of school days per the official school calendars - whether under regular contract, open-end contract, or any combination of the two - receives a full year of teaching credit.
6. His/her first year of probation will have been completed and the three (3) required evaluations must have been completed.
7. If s/he is not rehired, a letter must be sent and reasons for discontinuance given, since s/he has the rights of a probationary teacher.
8. S/he receives a year of service credit on his/her next year's salary, if s/he is rehired.

#### 6.3.5.4 Temporary Classified Personnel

(see Governing Board Policy and/or Regulation - not applicable to teachers)

#### 6.3.5.5 Acting Administrative/Supervisory Personnel

(see Governing Board Policy and/or Regulation - not applicable to teachers)

#### 6.3.6 Voluntary Separation of Employment

(see Governing Board Policy and/or Regulation)

#### 6.3.7 Mandatory Retirement

(see Governing Board Policy and/or Regulation)

#### 6.3.8 Dismissal of Employees

(see Governing Board Policy and/or Regulation)

#### 6.3.9 Pre-service and In-Service Training and Retraining of Employees and Professional Growth Program

##### 6.3.9.1 Continuing Joint Committee

The Professional Growth Committee is a District Continuing Joint Committee.

##### 6.3.9.1.1 Appointment of Members

A. The Professional Growth Committee will be composed as follows:

1. Three administrators appointed by the Assistant Superintendent for Instruction.
2. Three teachers appointed by the CTA.

B. The committee will be responsible to the Assistant Superintendent for Instruction. It will be his/her responsibility to receive recommendations from the committee and to assist the committee in its planning process.

#### 6.3.9.1.2 Responsibilities of Members

- A. The members of the Professional Growth Committee serve as a planning committee for all staff development, [functioning in an advisory capacity to the Assistant Superintendent for Instruction.]
- B. The committee responsibilities are:
  - 1. To provide teacher input on District direction, goals and indicators;
  - 2. To provide input on teacher needs and perceptions relating to staff development;
  - 3. To plan and recommend activities for staff development;
  - 4. To serve as a clearing house for District staff development activities;
  - 5. To arrive at recommendations through consensus;
  - 6. To make recommendations for the disbursement of District Professional Growth monies.

#### 6.3.9.1.3 Quorum

A simple majority will constitute a quorum.

#### 6.3.9.1.4 Programs

The underlying purpose of the Professional Growth Program is to enhance the professional and scholarly talents of certificated staff and to encourage the development and sharing of techniques, skills, and insights most appropriate to particular educational tasks. Annually, the Professional Growth Committee will make recommendations to the Assistant Superintendent for Instruction for programs to meet the changing needs of the schools in all areas, to include Pre-Service Education, In-Service Education, Curriculum Analysis and Development, Summer Workshops, Performance Agreements and retraining of current District employees in critical shortage areas.

#### 6.3.9.1.5 Critical Shortage Areas

The District will strive to offer retraining programs in critical shortage areas.

#### 6.3.6.1.6 Retraining

If a tenure teacher on the RIF list becomes competent in a new teaching area, that teacher, upon being rehired by the District to teach in that new area, shall be reimbursed for 75% of the cost of tuition and books for those additional courses taken to meet minimal North Central requirements and/or basic certification.



#### 6.4 Procedures - ASSESSMENT AND EVALUATION

##### 6.4.1 Evaluation of Teachers

Specific language dealing with the evaluation of teachers may be found in Appendix B.

##### 6.4.2 Evaluation of Department Chairs

- A. Each department chair shall be evaluated at least once every year two years by the principal and the educational supervisor in alternate years and annually by the teachers in the department.
- B. The teachers may act either individually or collectively as determined by that department.
- C. Each evaluation report must be completed by the evaluator.
- D. A conference must be held to review the evaluation report.
- E. This report shall be signed by both the evaluator and the department chair and submitted to the principal prior to April 1 of that year.

## 6.5 Procedures - COMPENSATION AND BENEFITS

### 6.5.1 Compensation and Development of Salary Schedules

#### 6.5.1.1 Salary Schedule D and School Nurses Salary Schedule

PHOENIX UNION HIGH SCHOOL DISTRICT  
SCHEDULE D  
Salary Scheule for Teachers  
1986-87 School Year

STEP	RANGE 1 BA	RANGE 2 MA/BA+36	RANGE 3 MA+15	RANGE 4 MA+30	RANGE 5 MA+45
1	17,041	18,107	19,172	20,236	21,302
2	18,107	19,172	20,236	21,302	22,367
3	19,172	20,236	21,302	22,367	23,433
4	20,236	21,302	22,367	23,433	24,497
5	21,302	22,367	23,433	24,497	25,562
6	22,367	23,433	24,497	25,562	26,628
7	23,433	24,497	25,562	26,628	27,693
8		25,562	26,628	27,693	28,758
9		26,628	27,693	28,758	29,823
10		27,693	28,758	29,823	30,888
11		28,758	29,823	30,888	31,954
12		29,823	30,888	31,954	33,018
13		30,888	31,954	33,018	34,936

Career Increment = \$675

In the event that the District qualifies during the 1986-87 school year for "Sudden Growth" money (as defined in A.R.S. 15-948), at a level at least equal to 5% growth from the previous year 100th day student count and in accordance with additional employee assignments, sudden growth funding will be distributed on a one time only equal basis to all staff on the following formula:

- a) 1/3 of sudden growth funds paid on the first day pay period of December, not to exceed 1% of the present range and step.
- b) 2/3 of the remaining sudden growth fund balance will be paid to all staff the last pay period prior to Spring break, if 100th day count adjusted ADM is at least 18,100, not to exceed 2% of the employees present range and step.

PHOENIX UNION HIGH SCHOOL DISTRICT

SCHOOL NURSES' SALARY SCHEDULE

1986-87

<u>Step</u>	<u>Index</u>	<u>Annual Salary</u>
1 Beginning R.N.	1.000	\$13,217
2 Beginning R.N. + 15	1.0625	\$14,043
3 Beginning R.N. + 30 or BA	1.1250	\$14,869
4	1.1875	\$15,695
5	1.2500	\$16,521
6	1.3125	\$17,347
7	1.3750	\$18,173
8	1.4375	\$18,999
9 Maximum R.N.	1.5000	\$19,825
10 Maximum R.N. + 15	1.5625	\$20,651
11 Maximum R.N. + 30 or BA	1.6250	\$21,477

Increment - \$826

No additional increments will be granted for the Bachelor's Degree.

Nurses new to the District shall receive one step on the Salary Schedule for each year of previous work as a school nurse, to a limit of three (3) years.

During the tenth year of service on the top step of Maximum R.N. + 30 hours or a Bachelor's Degree, and each year of service thereafter, a nurse is entitled to a career increment of \$675. Likewise, during the 15th year of service and during the 20th year of service on this top step, a nurse is entitled to an additional career increment of \$675 at each of those levels of service.

In the event that the District qualifies during the 1986-87 school year for "Sudden Growth" money (as defined in A.R.S. 15-948), at a level at least equal to 5% growth from the previous year 100th day student count and in accordance with additional employee assignments, sudden growth funding will be distributed on a one time only equal basis to all staff on the following formula:

- a) 1/3 of sudden growth funds paid on the first day pay period of December, not to exceed 1% of the present range and step.
- b) 2/3 of the remaining sudden growth fund balance will be paid to all staff the last pay period prior to Spring break, if 100th day count adjusted ADM is at least 18,100, not to exceed 2% of the employees present range and step.



#### 6.5.1.1.1 Schedule D Initial Placement - 1986-87

New employees shall be placed on the appropriate range and step as follows:

- A. Range 1 (BA) or Range 2 (MA or BA + 36) as appropriate.
- B. Teachers with State Licensure and the Provisional Vocational Certificate employed in a program for which State Licensure and the Vocational Certificate is the minimal or only requirement for employment shall be placed on Range 1.
- C. Teachers with State Licensure and the Basic or Standard Vocational Certificate employed in a program for which State Licensure and the Vocational Certificate is the minimal or only requirement for employment will be placed on Range 2.
- D. If placed on Range 1, a teacher will be advanced to Range 2 upon completion of 36 additional hours or an MA.
- E. Beyond Range 2, a teacher will be advanced one range for each 15 additional academic hours earned above the MA degree.
- F. Prior service credit will be granted on the basis of one step on the salary schedule for each full-time, full-year of prior teaching service with a four year maximum for those hired with a Bachelors Degree, and an eight year maximum for those hired with a Masters Degree.

#### 6.5.1.1.2 Advancement on Salary Schedule

- A. A teacher shall be advanced an additional range when s/he has completed an additional 15 hours of academic credit as described in Paragraph 6.5.1.1.5 below. These hours must have been earned prior to September 1, and proof of completion filed with the Employee Relations Division prior to November 1.
- B. Teachers hired before July 1, 1986, may, for one advancement only, utilize as many as three (3) equivalent credit hours in lieu of three (3) of the fifteen (15) academic hours required for movement, provided proof of completion was on file in the Employee Relations Division prior to November 1, 1985. These equivalent credits may be used at any future time only if this filing deadline has been met.

#### 6.5.1.1.3 Advancement Through Salary Schedule

- A. A teacher shall be advanced through the steps of the salary schedule at the rate of one step per year of service in the District, unless otherwise agreed upon at Meet and Confer, provided s/he has shown competence in the performance of his/her assigned duties as determined by the Superintendent, except as otherwise provided.
- B. For the 1986-87 school year, teachers credited with a year of service for the 1985-86 school year shall be advanced one step on the salary schedule. No advancement on the salary schedule shall be granted for the 1983-84 school year of service or for any prior year of service for which step advancement was frozen at Meet and Confer.

- C. A teacher who has worked full-time in this District for more than one-half of the total days on duty for teachers per the official school calendar(s) shall be advanced one step on the salary schedule for the following year. If full-time employment has been for one-half or less of the total days on duty for teachers per the official school calendar(s), the teacher shall remain on the same step of the salary schedule for the following year.
- D. A teacher whose teaching load is more than two periods per day and who is employed by this District for more than half of the total days on duty for teachers per the official school calendar(s) and who has not been terminated before the end of the school year shall be advanced one step on the salary schedule the following year. A teacher whose teaching load has been two periods per day or less shall remain on the same step of the salary schedule for the following year. In either case, the teacher shall receive the fractional part of that salary proportioned to the amount of time he is teaching.

6.5.1.1.4 Requirement for Academic Work

- A. A teacher shall be advanced through the steps of the salary schedule provided s/he has completed the equivalent of four semester hours of academic work in the past five years. Credit earned to meet this requirement must have been earned prior to September 1 and proof of the completion of the work must be submitted according to established procedures prior to November 1. Teachers new to the District who have not received four hours of acceptable credit in the preceding five years shall have until September 1 following their second year of employment to have the four hours completed. Any teacher in Range 5 need not meet this four semester hour requirement.
- B. For 1985-86 no teacher with a Bachelors Degree only may progress beyond the seventh step of Range 1 on the Salary Schedule. Teachers with the Provisional Vocational Certificate employed in programs for which vocational certification is the minimal or only requirement for employment will be placed on the Range 1 salary schedule and may not progress beyond the seventh step. Teachers with the Basic or Standard Vocational Certificates employed in programs for which vocational certification is the minimal or only requirement for employment will be placed on the Range 2 salary schedule.
- C. Teachers on Range 1, Step 5 or Step 6, may advance one step for the 1985-86 school year. Beginning with the 1986-87 school year, Step 5 shall be the top step of Range 1 except for those who have already been advanced, and no teacher on Range 1 may advance to Step 6 or Step 7. Teachers on Step 6 or 7 in Range 1 may not advance unless they have earned the Master's Degree or 36 hours above the Bachelor's Degree.
- D. A teacher employed with a Bachelors Degree only must earn at least 18 hours of university/college credits (i.e. semester hours) by April 15 of the third year of employment. When a teacher is terminated for failure to complete the 18 hours by April 15, s/he shall be placed on the RIF Recall List if the 18 hours are completed by the opening of the next school year. Acceptable credits must be in an approved graduate program; in the area of a major(s) or minor(s), to meet minimum North Central requirements or an area of current teaching assignment.

- E. If a teacher with a Bachelors Degree only is hired by the Phoenix Union High School District and fails within four additional years after his/her first year of employment to secure a Masters Degree or 36 semester hours above the Bachelors degree, that teacher will receive no further salary increments until s/he earns the Masters Degree or 36 semester hours above the Bachelors Degree.
- F. During the 10th year of service on the top step of Range 5, and each year of service thereafter, a teacher is entitled to a career increment of \$675. Likewise, during the 15th year of service and during the 20th year of service on this top step, a teacher is entitled to an additional career increment of \$675 at each of those levels of service.
- G. When determining the teacher's daily rate of pay, the teacher's earned career increment(s) shall be added to the teacher's current salary as identified by that teacher's placement on the teacher's salary schedule (Schedule D). Therefore, the daily rate of pay equals the Career Increment(s) plus Salary per Salary Schedule divided by the number of contract days in the school year for teachers involved in District level workshops outside the regular eight (8) hour contract day. The rate of pay for an eight (8) hour workshop shall be equal to the teacher's daily rate of pay. For less than a full day, pay shall be prorated.

#### 6.5.1.1.5 Academic Credit

- A. Academic credit earned at accredited institutions is acceptable.
- B. Academic credit shall be granted for the following:
  - 1. Study done at the request of the officials of the District.
  - 2. Study accepted for credit toward an advanced degree by an accredited or recognized institution of higher learning.
  - 3. In-service educational programs approved through the Professional Growth Program.
  - 4. College courses, graduate and undergraduate, at the college/university level, taken subsequent to the baccalaureate degree, which relate to the participant's major or minor field. Credit for a new teacher minor will be given only when the teacher has met the requirements outlined by the North Central Association or the State Board of Education for that minor teaching field. Additions to fields of study are courses which are pertinent to all District employees and credit will be granted when the proper verification is provided.
- C. Study done in the area of the participant's current cocurricular responsibility.
- D. Independent study must have prior approval from the Employee Relations Division. Independent study may be utilized in lieu of participants having to register formally (pay tuition at a university or college.)
- E. Attendance at conferences, institutes, seminars, clinics, etc., after a



written proposal has been approved by the Employee Relations Division.

- F. Teachers who have not received their Masters Degree may accumulate academic credit which can be applied toward a salary increment after the requirements for the Masters Degree have been met. Credits used to meet the requirements for the Master's Degree cannot be applied to Ranges 3, 4, and 5.

6.5.1.1.6 Verification of Academic Credit

- A. An official transcript or certificate of completion must be submitted to the Employee Relations Division.
- B. In the event there is disapproval, the rationale shall be transmitted to the teacher.
- C. The teacher may submit an appeal in writing to the Superintendent/designee. (The designee shall not be someone who has previously acted on the request).

6.5.1.1.7 Special Exemption for Teachers in Trade and Industry and other Vocational Licensure Programs

- A. Teachers teaching in programs for which state licensure and/or vocational certification is the minimal or only requirement for employment may substitute work experience credit as follows:

Maximum credit - Six semester hours within each increment on the salary scale.

Ratio = 35:1 unpaid  
70:1 paid

1. Any teacher who has fulfilled a 2,000-hour work experience requirement as a qualification for the issuance of a Trade and Industry vocational certificate will be granted six hours toward any earned increments. Such teachers shall be exempt from prior approval and verification in any application for credit under this section.
2. Verification of the work experience shall be submitted by the teacher requesting work experience credit. The verification shall include a memorandum from the teacher's supervisor attesting to the hours worked and a justification statement by the teacher which indicates how the work experience specifically increases his/her teaching skills and/or knowledge of subject matter and is directly related to the curriculum of the department in which the teacher is assigned or areas in which the teacher is certified to teach.
3. No more than six (6) hours of credit will be granted towards each range for the same type or level of work experience.
4. A memorandum from the teacher's supervisor or employer must be attached to the signed Verification for Trade and Industry Work Experience Credit Form and submitted to the Employee Relations Division for approval prior to requesting an additional increment. Verifying memorandums should include: a) Description of the activity, b) Statement verifying com-

pletion of the activity, c) Total number hours of participation, and d) whether paid or unpaid.

5. Credit will not be given for paid teaching assignments.

6.5.1.1.8 Procedures for Final Approval of 15-, 30-, and 45-hour Increments

- A. Final approval for the 15-, 30-, and 45-hour increments shall be made during a personal conference with a representative from the Employee Relations Division. At this time, the teacher requesting the additional increment should submit a credit evaluation form and must supply official transcripts covering those courses which have been completed and approved. Verification of District academic courses must be made by an official Certificate of Completion.
- B. Those courses which are in progress, or courses that will be taken after the conference and before the termination date of completion (completed prior to September 1), must also be verified with the Employee Relations Division by official transcript. This may be done in person or by mail after the course-work has been completed and transcripts received.
- C. Teachers completing the requirements for an advanced degree or increment before September 1, will have their contracts rewritten to reflect the earned increment provided proof of the completion of requirements (verification forms, credit evaluation form, transcripts and Certificates of Completion for the degree) is submitted to the Employee Relations Division prior to November 1.
- D. Teachers submitting documentation by October 1 and qualifying for a contract adjustment shall receive the adjusted contract and the adjusted salary-to-date prior to December 31 of the same year.

6.5.1.1.9 Contractual Errors

Any apparent errors in contractual amounts must be brought to the attention of the Employee Relations Division prior to October 1 of any school year, or within 45 days after receipt if the contract is received after September 1 of the school year.

6.5.1.1.10 Verification of Professional Activities

- A. Verification of professional activities which do not qualify for range advancement on the salary schedule shall be made for work experience, travel, service on committees, attendance at conferences and/or institutes as well as other professional activities which are beneficial to the employee in the performance of his/her duties.
- B. Verification of the use of a personal vehicle on school business shall also be made when no school vehicle is available to the employee and when the employee is not reimbursed by the District for the use of his/her personal vehicle.
- C. All verification shall be on the Professional Activities Verification Form provided by the Assistant Superintendent for Employee Relations.

#### 6.5.1.2 Extra Pay for Extra Work

##### 6.5.1.2.1 Payment for Department Chairpersons

- A. Department chairs shall be paid as teachers on the regular teachers' salary schedule and shall be paid an additional amount in their role as department chair. The additional amount shall be determined by the number of full-time equivalent teachers in each department at the end of the first register month in each semester.
- B. Department chairs who are not given a release period for department chair duties shall be given two additional index steps on the department chair salary schedule.

#### INDEX SCHEDULE DEPARTMENT CHAIRPERSON

<u>Number* of Full-Time Equivalent Teachers</u>	<u>Index</u>
1 to 4	.04
5 to 9	.05
10 to 14	.06
15 to 19	.08
20 to 30	.09
Over 30	.10

(\*Total rounded to nearest whole number, including the department chairperson.)

##### 6.5.1.2.2 Teachers Assigned to Two Campuses

Teachers whose total assignment is comprised of regularly scheduled classes and who travel to two campuses during each school day will be involved in the design in their professional day. They shall be paid on the regular teachers' salary schedule plus \$125.00 per month and a mileage allowance. Other certificated staff members whose assignment requires District travel will not qualify for the \$125.00 stipend.

##### 6.5.1.2.3 Mileage Allowance

- A. The use of personal cars for school business should be limited as much as possible through the use of District-owned vehicles. The first priority for District-owned vehicles is use for student oriented activities, and in no case shall they be assigned for personal use. The assignment of District-owned vehicles will be processed by the administration on each campus.



- B. A teacher, however, may be required in the course of her/his employment to drive a personal car on a regular basis. The teacher will be authorized to receive a mileage reimbursement as permitted by state statute if his/her name has been placed on the eligibility list to receive such reimbursement. Such identification is the responsibility of the campus administration. A teacher required to use a personal car on school business must carry at his/her own expense the minimum insurance requirements of liability coverage of \$15,000 per person or \$30,000 per accident. Coverage above these minimum requirements is provided through the District liability insurance policy.
- C. A school nurse who is required to travel from one location to another during a work period shall be paid her regular rate of pay for time spent in such travel; and where the distance of travel requires transportation, the District shall attempt to furnish transportation. This is not always possible. In situations where it is not possible, Paragraph 2 of this section will apply.
- D. In certain situations, the school nurse may be required to furnish transportation. At such time, mileage will be paid by check separate from the regular paycheck at the District's current approved mileage rate, which will be equal to State government mileage rate.

#### 6.5.1.2.4 Pupil Supervision Work

- A. Teachers shall be paid for pupil supervision work required for activities. For activities outside of the District requiring student supervision, the appropriate amount per activity shall be paid per the other payment schedule.
- B. A District level budget will be established for reimbursement of required travel expenses of the following club sponsors:
  - . COE
  - . DECA
  - . VICA
  - . HERO

These travel requests will be submitted to the district supervisor of vocational/occupational education for approval according to established governing board policies and guidelines. Reimbursement will be made subject to availability of funds.

6.5.1.2.5 Schedule F

SCHEDULE F 1985-86  
EXTRA PAY INCREMENTS  
(Rounded to closest dollar)

	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>
INDEX	\$21,302	\$22,367	\$23,433	\$24,497	\$25,562	\$26,628
.10	2,130	2,237	2,343	2,450	2,556	2,662
.09	1,917	2,013	2,109	2,205	2,301	2,397
.08	1,704	1,789	1,875	1,960	2,045	2,130
.07	1,491	1,566	1,640	1,715	1,789	1,864
.06	1,278	1,342	1,406	1,470	1,534	1,598
.05	1,065	1,118	1,172	1,225	1,278	1,331

The index is multiplied by Steps 5 through 10 on Range 2 of the Teacher's Salary Schedule.

SCHEDULE F 1986-87  
DEPARTMENT CHAIRPERSON  
(Rounded to closest dollar)

	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>
INDEX	\$19,172	\$20,236	\$21,302	\$22,367	\$23,433	\$24,497
.10	1,917	2,024	2,130	2,237	2,343	2,450
.09	1,725	1,821	1,917	2,013	2,109	2,205
.08	1,534	1,619	1,704	1,789	1,875	1,960
.07	1,342	1,417	1,491	1,566	1,640	1,715
.06	1,150	1,214	1,278	1,342	1,406	1,470
.05	959	1,012	1,065	1,118	1,172	1,225
.04	767	809	852	895	937	980

The index is multiplied by steps 3 through 8 on Range 2 of the Teachers Salary Schedule.

SCHEDULE F 1985-86  
INDEX SCHEDULE

ATHLETIC ACTIVITIES

Archery - Varsity and J.V.	.06
Badminton - Varsity and J.V.	.06
Baseball:	
Varsity	.08
J.V.	.06
Frosh	.06
Basketball:	
Varsity	.09
J.V. & Varsity Asst. (Combined)	.07
Frosh	.06
Cross Country - Varsity, J.V.	
Frosh (Boys & Girls Combined)	.08
Football:	
Varsity	.10
J.V. and Other Assistants including Frosh	.07
Golf - Varsity and J.V.	.06
(Boys and Girls Combined)	
Gymnastics	.08
Soccer	.08
Softball:	
Varsity	.08
J.V.	.06
Frosh	.06
Swimming	.06
Tennis:	
Varsity and J.V.	.07
Frosh	.05
Track:	
Varsity	.08
J.V. and Frosh	.06
Volleyball:	
Varsity	.08
J.V.	.06
Frosh	.08

Wrestling:	
Varsity	.08
J.V.	.06
Frosh	.06

NON-ATHLETIC ACTIVITIES

Band	.08
Cheer	.06
Cheer & Pom Together or Spirit Line	.07
Chess (AIA Sanctioned Team)	.05
Drama	.08
Forensics	.08
Newspaper	.06
Orchestra	.05
Performance Dance	.05
Pom	.05
Student Government	.07
Vocal Music	.05
Yearbook	.08
Yearbook and Newspaper (Combined)	.12
Academic Decathlon	.06



#### 6.5.1.2.5.1 Credit Applicable to Additional Assignments

- A. Any teacher with a Schedule F assignment who changes from one assignment to a similar one, or who is asked to change assignments by the administration, shall not lose an index step.

Similar fields shall be the following:

- 1) Forensics/Drama
  - 2) Yearbook/Newspaper
  - 3) Band/Orchestra/Vocal Music
  - 4) Pom/Cheer
  - 5) Athletics
- B. Any District teacher accepting a coaching position shall be given credit for prior Phoenix Union High School District coaching experience or for prior contracted high school/college coaching experience in the sport being coached, whichever is greater, when placed on the Schedule F salary schedule.
- C. Any coach hired new to the District shall be given credit for prior contracted high school or college coaching experience when placed on the Schedule F salary schedule. Prior experience must be in the sport for which they are hired by the District.

#### 6.5.1.2.5.2 General Regulations

- A. Payment for Schedule F assignment shall commence not later than two weeks after the teacher begins the assignment, although the first payment must coincide with a regular pay day. Those assigned after August 15 shall be paid no later than four weeks after the teacher begins the assignment. In any case, payments shall be made in equal amounts and shall continue on regularly scheduled pay days ending not later than two weeks after completion of the assignment.
- B. Supervisory pay shall not be paid to any of the above-listed personnel for performing services for which extra pay is allocated.
- C. The additional pay for coaches shall be for the season of practice as defined by the Phoenix Union High School District Athletic Manual, and their contracts shall be drawn accordingly. Addendum contracts shall be issued to any coach as identified, whose season is extended by virtue of playoff competition beyond the division qualifying event. Such addendums shall be for one week paid on a weekly pro rata basis for all sports except football. Football shall be for one, two, or three weeks paid on a weekly pro rata basis. The extra responsibilities for coaches and pom and cheer sponsors shall not begin prior to the completion of campus responsibilities, including five teaching periods, to the satisfaction of the Principal. However, whenever possible, coaches shall be given an unassigned seventh period.
- D. COACH IDENTIFICATION FOR PLAYOFF ADDENDUMS:

	<u>HEAD</u>	<u>ASSISTANTS</u>
Badminton	1	0

Baseball	1	1
Basketball	1	1
Cross Country	1	0
Football	1	3
Golf - Boys	1	0
Softball	1	1
Tennis	1	0
Track	1	1*
Volleyball	1	0
Wrestling	1	1*

\* If team qualifies five or fewer athletes , no assistant coach will be paid.

- E. Coaches shall not be penalized for refusing additional coaching duties assigned by the administration.
- F. Coaches shall normally be limited to two coaching assignments.
- G. One coach shall not coach boys' and girls' teams in the same sport concurrently unless it is a combined coaching assignment.
- H. A team or individual shall be coached only by the official, certificated, Board approved high school coach for that sport or team in any season competition, state qualifying and state tournament competition.
- I. This regulation will apply to all paid, non-paid volunteer or student teacher coaches.
- J. Candidates for teacher certification doing practice teaching may be used as student teacher coaches during their assignment as practice teachers.
- K. Non-certificated personnel, or students doing assistant coaching, must be actively pursuing and must be currently enrolled in course work in an institution of higher education that includes observation, internship, student teaching or other similar field experience, and must culminate with state certification. Arizona Interscholastic Association Executive Board approval is required before such candidates can be employed.
- L. One person may coach two sports which have an overlapping practice season not to exceed approximately three weeks. No person may coach two sports which have an overlapping competitive season, excluding the playoff season for either sport. The coach shall make every effort to schedule practices in both sports.

#### 6.5.1.2.6 Other Payment Schedule

- A. Teachers shall be paid for supervisory work required for activities. The rate shall be \$8.00 per hour. If faculty supervision is provided for student activities outside of the District other than during the regular workday, the teacher shall be paid at the rate of \$8.00 per hour not to exceed \$50.00 within any 24 hour period.
- B. The established hourly rate is \$10.00 per hour for an extra period assignment for any assignments requiring an applicable hourly rate, except during the regular workday.
- C. Media specialists and counselors may be required, on an emergency basis, to supervise a class in absence of a teacher. The pay for such supervision shall not exceed one hour per day.
- D. The established hourly rate is \$15.00 per period for emergency duty assigned during the teacher's preparation period.
- E. The daily pay for a teacher placed on an open-end contract shall be \$55.00 for a teacher with a Bachelors Degree and \$60.00 for a teacher with a Masters Degree. This rate is made retroactive to include the preceding 20 days of substitute teaching as well.
- F. Opportunity Hall teachers shall be paid an annual salary of \$11,500.

#### 6.5.2 Employee Benefits

##### 6.5.2.1 Social Security

(see Governing Board Policy and/or Regulation)

##### 6.5.2.2 State Retirement System

(see Governing Board Policy and/or Regulation)

##### 6.5.2.3. Industrial Commission Insurance

(see Governing Board Policy and/or Regulation)

##### 6.5.2.4 Work on Holidays and Board-Declared Recess Days

###### 6.5.2.4.1 Employee on District Payroll

(see Governing Board Policy and/or Regulation)

###### 6.5.2.4.2 Employee Not on District Payroll

(see Governing Board Policy and/or Regulation)

###### 6.5.2.4.3 Absence Before and/or After Recess or Holiday

(see Governing Board Policy and/or Regulation)



#### 6.5.2.4.4 Unexcused Absence from Duty

(see Governing Board Policy and/or Regulation)

#### 6.5.2.5 Vacations

(see Governing Board Policy and/or Regulation)

#### 6.5.2.6 Insurance Programs

##### 6.5.2.6.1 Group Health and Major Medical Insurance

- A. All permanent employees are covered by health and medical insurance. Premiums for the employee's coverage are paid by the District. When more than one health insurance plan is offered, the employee selects the plan of his/her preference. For 1986-87 the District will pay an amount up to the annual premium for the CIGNA-HMO.
- B. Employees may elect to take a revision to their contract in lieu of health/medical insurance benefits, with an agreement that the increased amount will be placed in a tax sheltered annuity and remain in the annuity program for the duration of employment in the District.
- C. The increased amount shall be equal to nine monthly health insurance installments, as authorized above.
- D. A teacher choosing a tax sheltered annuity option, and then having an emergency during the insurance year, due to spousal change (divorce, marriage, death), shall be allowed, upon approval of the insurance carrier, to reenter one of the District's health plans. The cost of this health insurance will be at the teacher's expense through the payroll deduction process or a cash payment if during a non-payroll period.

##### 6.5.2.6.2 Tax Sheltered Annuity

(see Governing Board Policy and/or Regulation)

##### 6.5.2.6.3 Life Insurance

The Governing Board shall provide, at no cost to the employee, group term life insurance up to the District cost of \$75 per employee.

##### 6.5.2.6.3.1 Life/Health Insurance to RIFed Teachers

Full-time teachers who have fulfilled their contract obligations for a full year and who are terminated from the District due to Reduction-In-Force, shall receive their health and life insurance benefits for the full year (October 1 through September 30).

##### 6.5.2.6.4 Long-Term Disability Insurance

(see Governing Board Policy and/or Regulation)

#### 6.5.2.7 Leaves of Absence

##### 6.5.2.7.1 Sick Leave

- A. Sick leave shall begin when the teacher's health condition shall require it or when the guidelines in Chapter 3-C-4 are applicable.
- B. Each teacher shall earn one day of sick leave allowance for each 20 contract days or major fraction thereof, to be used for absences caused by illness or physical disability of the teacher. A minimum of ten days' sick leave will be available for use by each regular teacher at the beginning of the school year. A teacher must be on duty the first day that school is in session (i.e., students meeting classes) or be on an excused absence to be eligible for this ten day advance. If a teacher leaves the employ of the school district before the end of the school year during which this ten day advance would have been earned, s/he will have the final pay check reduced by the amount of pay received for sick leave days used but not yet earned. The unused portion of such allowance shall accumulate from year to year without limitation. At the beginning of the school year, each teacher shall be advised in writing of the number of days of sick leave which the teacher has accumulated. For regular part-time and interim teachers, sick leave is prorated according to the percentage of full-time being worked. Contracts pertaining to Schedule F activities are not included.
- C. The salary of any teacher terminating his/her service prior to the end of the school year shall be adjusted to compensate for any sick leave days taken in excess of those accumulated.
- D. A newly employed regular teacher may be asked to have a medical report filed with the Personnel Office, submitted either by the employee's personal physician or by the District Medical Advisor, before his/her first day of employment.
- E. If the Superintendent (or designee) has reason to believe that a teacher has violated or misused this sick leave policy, s/he may require from the teacher a certificate signed by a duly licensed physician or Christian Science Practitioner verifying the cause of the absence from duty of a teacher claiming illness or injury for one or more days. The teacher may also be required to have a health examination by the District Medical Advisor at no cost to the teacher. The teacher shall be notified of this requirement in writing, including a statement citing just cause, and a copy of this notification shall be sent to the CTA.
- F. In the event that it can be shown that the teacher wilfully violated or misused this sick leave policy or misrepresented any statement or condition under this policy, s/he may be subject to discipline.
- G. This sick leave may be used for illness or disability of the teacher. If a disability period is known in advance (e.g., scheduled surgery, childbirth), the teacher shall notify the Principal and the Employee Relations Division as soon as possible so that arrangements for a substitute may be made. This notice shall be submitted on the appropriate form, indicating the beginning and ending date of the disability period. The form must be signed by the teacher's personal physician. If circumstances require a change in the

estimated disability period, a revised form shall be submitted, also signed by the teacher's personal physician.

- H. Only the portion of a maternity leave which is related to the disability period for a teacher may be charged to accrued sick leave. In the event that a probationary or tenure teacher does not have sufficient accrued sick leave to cover the disability period, the teacher may request a leave of absence without pay to cover the remaining portion of the disability period. If the disability period exceeds six weeks, the teacher shall submit a doctor's certificate to justify an extension of the disability period during which time the absence can justifiably be charged against the teacher's accumulated sick leave available.
- I. If the probationary or tenure teacher wants additional time beyond the disability period to care for the child, the teacher will submit a request for a leave of absence without pay with the request being noted as family. This will be treated as a personal leave of absence without pay.
- J. The teacher may use half of the sick leave available to him/her up to a maximum of 20 days per school year for the serious illness or disability of his/her immediate family (husband/wife or children). The teacher may, if more time is needed for an extended illness, appeal to the Assistant Superintendent for Instruction to use more of his/her available sick leave.
- K. A teacher shall be allowed a leave of absence not to exceed five days during any one year to be charged to sick leave when such absence is due to serious illness of the teacher's father, mother, brother, sister, brother-in-law, sister-in-law, daughter-in-law, son-in-law, father or mother of spouse, foster parent, or dependent person (as defined in the Internal Revenue Code).
- L. The teacher may submit a request to the Assistant Superintendent for Instruction for additional days because of unusual circumstances.
- M. In addition to the above, travel time in connection with the absence due to serious illness in the teacher's family, not to exceed five school days in any one year, may be charged against sick leave. This applies only when the travel itself requires absence during regular hours on a day when school is in session.

#### 6.5.2.7.2 Leaves of Absence Without Pay

##### 6.5.2.7.2.1 General

- A. Any teacher who must be absent without pay for any period must request a leave of absence without pay or submit a resignation. To do otherwise is a breach of contract. This also applies to employees who have exhausted their sick leave allowance. A health leave of absence without pay must be requested, to be effective as soon as sick leave allowance is exhausted.
- B. All requests for leave shall be applied for in writing, using the appropriate form, and the request may not exceed one year. Those who have requested leaves will be informed in writing as to the disposition of the request. Leaves of absence and extensions of leaves beyond one school year will generally be approved depending upon the reasons for such leave. Teachers on



leave must, by December 1 for the first semester or March 15 for second semester prior to their scheduled return, request the extension of the leave on the District approved leave of absence request form, or indicate in writing they are returning from leave as scheduled. If no such notification is received by the Personnel Office, the teacher shall be deemed to have resigned. Exceptions to this would be leaves of less than one semester duration.

- C. A request for a leave of absence without pay will be reviewed for recommendation by the principal or educational unit supervisor, the Employee Relations Division, and the Superintendent, who will submit it to the Governing Board for action.
- D. A leave of absence without pay other than a health or maternity leave shall be for a period of one semester or one school year so as to interfere as little as possible with the instructional process. Any request for a period of time other than these will be considered only in unusual circumstances.
- E. A teacher who is granted a leave for one school year or less will not break his/her continuity of service as a tenure teacher. The teacher will be returned to his/her former assignment(s), and the teacher employed or transferred as a replacement for the teacher on leave will be employed or transferred only for the duration of the period of the leave, and will be so informed in writing. The replacement teacher will be placed on the reassignment list at the conclusion of the leave whether the teacher on leave returns or terminates.
- F. All rights of tenure, retirement, accrued leaves with pay, salary increments and other benefits provided by law shall be preserved and available to the teacher after the termination of the leave. If a tenure teacher with a leave is granted an extension of that leave beyond one year a comparable position in the District will be provided the teacher upon his/her return, but not necessarily the position on the former campus.
- G. If a tenure teacher is granted a health leave beyond two consecutive years, the teacher will retain tenure rights and will be placed in the first vacancy in the District for which the teacher is qualified. Three consecutive years is the maximum length of time for any leave of absence.
- H. A teacher on a leave of absence without pay other than a health leave may make arrangements with the Payroll Office to continue the individual/dependent coverage under the District group health and major medical insurance plan.
- I. Leaves of absence without pay for any reason other than health or maternity will not be granted to probationary teachers except in unusual circumstances.
- J. If a probationary teacher is granted a second consecutive annual leave of absence for health reasons, s/he may return only if there is a vacancy for which s/he is qualified. A probationary teacher who takes a leave for more than one-half of the school year, however, must begin his/her three-year probationary period over again, since the continuity of service required by law will be broken.

#### 6.5.2.7.2.2 Types of Leaves of Absence without Pay

A. Leaves of absence without pay may be requested under the following:

1. A teacher who is unable to teach because of personal illness or disability and who has exhausted all sick leave available (or who has chosen not to use accumulated sick leave) may request a leave of absence without pay upon the submission of a physician's certificate, for the remainder of the school year or until s/he is able to return to duty. If the teacher has not returned by the end of the school year, the teacher's health condition will be reviewed and a decision made by the Employee Relations Division with the assistance of the District Medical Advisor, to permit the teacher to return to duty, extend the leave of absence, or take appropriate action.
  - a. A teacher who becomes eligible for consideration for the District's long-term disability insurance program must apply for a health leave of absence to begin upon the exhaustion of sick leave.
  - b. A teacher who is injured while on duty and covered by Industrial Compensation Insurance will not be granted a health leave of absence until his/her sick leave is exhausted or until the teacher becomes eligible for coverage under the long-term disability insurance program, whichever comes first.
  - c. If a teacher is granted permission from a doctor, with concurrence from the District Medical Advisor (if deemed necessary), to return to work during the period of the leave of absence already granted, s/he will be returned to work only if a vacancy exists for which the teacher is qualified.
2. For maternity leave beyond the period of disability charged to sick leave or in lieu of sick leave.
3. For the adoption of a child.
4. To care for a sick member of the teacher's immediate family.
5. To one teacher designated by the CTA for the purpose of engaging in local, state, or national association activity.
6. To campaign for or serve in a county, state, or national elected public office.
7. To serve in the Peace Corps, or similar government-approved activity.
8. To serve as an overseas teacher, usually on an exchange basis.
9. For the purpose of improvement of instruction through work experience, or educational leave, upon the recommendation of the Professional Growth Committee.
10. Other requests, not listed above will be considered on their merit.

6.5.2.7.3 Bereavement Leave

- A. A teacher shall be allowed a bereavement leave of absence not to exceed five (5) days during one year to be charged to sick leave. This leave must be approved by the principal or educational unit supervisor.
- B. If additional days are needed for the bereavement leave, or if a second bereavement leave is needed, a request must be submitted to the principal or educational unit supervisor for his/her approval, identifying the number of days needed and the pertinent circumstances.
- C. In addition to the above, travel time in connection with the bereavement leave, not to exceed five (5) school days in any one year, may be charged against sick leave. This applies only when the travel itself requires absence during regular hours on a day when school is in session.

#### 6.5.2.7.4 Personal Business Leave

- A. A teacher may be granted up to two (2) days with pay and not charged against sick leave for personal business to handle situations which cannot be taken care of other than on school time. Any unused portion of such allowance not used by a teacher in a given year will be added to that teacher's sick leave allowance at the end of their contract year. A third day of personal leave may be granted to a teacher which, if used, will be charged against accumulated sick leave. Prior notification must be given to the Principal (or other appropriate administrative head) in writing at least two (2) days prior to the absence. Not less than one-half day shall be used for personal business leave at any one time.
- B. Personal leave days are not cumulative from year to year.
- C. Such leave requested during the opening three (3) weeks of school, the opening or closing week of any semester, the closing two (2) weeks of the school year, or the last scheduled workday before and the first scheduled workday after any holiday or Board-declared employee recess period will be granted only in the most unusual circumstances.

#### 6.5.2.7.5 Short-Term Leaves of Absence to Meet Professional Obligations

- A. The Governing Board recognizes that participation by teachers in the activities of professional educational organizations, through services on committees, boards, and commissions, as well as the continuation of their education, contribute to the professional growth of the staff and to the improvement of instruction.
- B. Short-term leaves of absence with pay may be granted for teachers, and substitutes provided, when the absence is occasioned by one of the following within Arizona:
  - 1. Participation in a legitimate, bona fide professional duty;
  - 2. Attendance at an educational conference or workshop in which the content is directly related to the teacher's areas of teaching;
  - 3. Attendance at an educational conferences or workshops sponsored by a



professional education association as an official delegate of the association, including the AEA Delegate Assembly and similar meetings.

- C. A maximum of 100 school days per year for the teachers in the District may be recommended by the CTA and approved by the Assistant Superintendent for Instruction. The principal will be advised of the impending absence at least one (1) week prior to the absence, if possible.
- D. If a travel request is required for any of the above, the Travel Regulations in Appendix must be followed and travel funds provided as stipulated in the Travel Regulations.
- E. Such leave requested during the opening three (3) weeks of school, the closing week of any semester, the opening week of any other semester, and the closing two (2) weeks of the school year will be granted only in the most unusual circumstances. All leaves of absence granted under this section shall be in units of full days or half days.

#### 6.5.2.7.6 Sabbatical Leave

- A. Teachers who have been employed by the Phoenix Union High School District for a period of seven (7) consecutive years immediately prior to the year in which the sabbatical leave is to commence and who have not previously been granted a sabbatical leave, will be eligible to apply for a sabbatical leave not to exceed a period of one (1) year.
- B. The Governing Board may authorize sabbatical leaves of absence when it deems such absence to be reasonable and for good cause and not detrimental to education within the District. Sabbatical leaves may be granted only for the purpose of allowing a teacher to continue his/her professional education. A careful review of the application shall be made to ensure that the purposes are in the best interest of the District.
- C. The Governing Board may authorize a salary as provided by the state law to be paid to the teacher to whom a sabbatical leave is granted.
- D. Timelines for sabbatical leave application are as follows:

Statement of Intent Professional Growth	Proposal to Professional Growth	Recommendation Superintendent
Sabbaticals Beginning 1st Sem.		
February 1	March 1	April 1
Beginning 2nd Sem.		
September 1	Oct. 1	November 1

- E. Teachers shall include with their application for sabbatical leave a recommendation from the principal and plan of study which includes the details

either for study in an approved college or university, or a problem or project for research or writing to be pursued independently by the applicant. This plan shall be reviewed by the Professional Growth Committee and must be approved by the Superintendent. If a teacher finds it necessary to change his/her plans, s/he shall so notify the Superintendent and receive approval in advance for any change.

- F. All applications shall be reviewed for a recommendation to the Superintendent by the Professional Growth Committee. Among other qualifications of the applicants, the committee shall consider the following: successful service during the previous seven (7) years, contributions to the teaching profession, the extent of the applicant's professional study, travel, and research.
- G. A teacher on sabbatical leave shall not engage in full-time employment or in study for another trade or profession during his/her leave unless the employment is accepted by the Professional Growth Committee as a necessary part of the plan.
- H. The salary shall be paid upon condition that the teacher shall return not later than one year after the commencement of the sabbatical leave for renewal of employment for at least one (1) school year. Unless s/he returns within such period, s/he shall repay to the District the amount paid to him/her during the leave period, and unless such amount is paid, the Governing Board shall direct the County Attorney to institute suit against such person to collect such amount.
- I. If the sabbatical leave is granted, all rights of tenure, retirement, accrued leave with pay, salary increments, and other benefits provided by law shall be preserved and available to the applicant after the termination of the leave.
- J. A teacher returning from sabbatical leave shall be assigned to a position which will permit pupils to derive maximum benefits from his/her experience. A teacher who receives a leave of absence will be considered a part of the staff of the school from which the leave was granted and will be returned to that school. Such leave will not break the continuity of service of the person involved. A teacher employed or transferred as a replacement for a teacher on leave will be employed or transferred only for the period of the leave.
- K. Within ninety (90) days after the teacher returns to full-time duty from sabbatical leave, s/he shall submit a comprehensive written report dealing with the educational aspects of his/her study to the Professional Growth Committee and to the Superintendent who will make copies available to each Governing Board member. This report shall include transcripts of a college or university study while on leave, and other items of information pertinent to an evaluation of his/her program.
- L. The Superintendent and the teacher may agree on ways in which the report may be used to further the instructional programs in the District. As his/her time permits, the teacher may be requested to participate in school and community activities, if his/her studies during his/her sabbatical leave are relevant.

- M. The Governing Board shall budget each year sufficient funds to cover the cost of sabbatical leaves of absence for the year.

6.5.2.7.7 Exchange Teacher

Tenure teachers may request extended leaves of absence for one (1) semester or one (1) year with pay to serve as an exchange teacher.

6.5.2.7.8 Military Leave

Military leaves of absence shall be granted by the Governing Board to a teacher in accordance with existing state and federal statutes.

6.5.2.7.9 Civic Responsibilities

- A. Teachers who are required to serve on jury duty or to appear in court in response to an official subpoena will receive full salary during the period of such service, subject to their remittance to the Governing Board of an amount equal to the compensation paid them for such duty.
- B. A teacher who must appear in any legal proceedings connected with his/her employment with the District may be absent without loss of pay for that cause, if the teacher is required by law to attend.

6.5.2.7.10 Natural Disasters

If a natural disaster makes it impossible for teachers to report for work, the Governing Board may provide additional day(s) of personal leave with pay for the enforced absence(s).

6.5.2.7.11 Leaves of Absence for School Nurses

Nurses will be eligible for the same leaves of absence as teachers, except for sabbatical leave and exchange teacher leave for which nurses are not eligible.

6.5.2.7.12 Overtime for School Nurses

Time off in lieu of overtime shall be granted to nurses based upon mutual agreement between employee and supervisor on an hour-for-hour basis.

6.5.2.8 Early Retirement Part-time Employment Program

- A. After ten (10) consecutive years of full-time satisfactory service in the Phoenix Union High School District, an employee who opts to take retirement prior to age 65 will be eligible for participation in the Early Retirement Program. Application is made through the Employee Relations Division.
- B. Teachers choosing to participate will serve as substitute teachers or, if they are certificated service personnel, to perform appropriate duties for the agreed-upon period. Employment under this program must be part-time (less than half of the regular full-time assignment) so the teacher may draw State Retirement pension and not have State Retirement System payments made from the annual contract figure.



- C. The teacher will sign an agreement to teach as a substitute up to a maximum of forty (40) days during a school year at a daily rate of pay equal to two and one quarter (2 1/4) times the regular substitute daily rate for each day of service.
- D. Should the teacher choose to serve additional days, the daily rate of pay shall be at the regular substitute rate.
- E. This section shall not apply to anyone who retired prior to the second semester of 1982-83. The District shall continue to offer such retirees the option as per the 1982-83 handbook.
- F. Teachers choosing this program would be assured of annual renewal until they reach age 65. Once electing to participate in the program, the teacher may not return to regular employment in the District.
- G. The District will pay individual health and major medical and life insurance premiums for participants in the program for the first year of participation, and will continue to pay the individual premiums until age 65 as long as the teacher worked one or more days during the previous school year. Dependent coverage will be available by direct monthly payment to the District Payroll Department.
- H. A teacher may participate in the Early Retirement Program for a period of time not to exceed his/her years of full-time service with the District. A teacher must, however, be at least 55 years of age to participate in the Early Retirement Program.
- I. This agreement is subject to the applicable laws and regulations of the State of Arizona, the lawful rules and regulations of the Arizona State Board of Education, and the rules and regulations of the Phoenix Union High School District.

#### 6.5.2.9 Other Fringe Benefits

##### 6.5.2.9.1 Payment for Unused Sick Leave upon Retirement, Resignation, or Death in Service

(see Governing Board Policy and/or Regulation)

##### 6.5.2.9.2 Admission to School Events

(see Governing Board Policy and/or Regulation)

##### 6.5.2.9.3 Attendance in Courses

(see Governing Board Policy and/or Regulation)

##### 6.5.2.9.4 Tuition Waiver

(see Governing Board Policy and/or Regulation)

## 6.6 Procedures - RULES OF WORK

### General Information

In the absence of District coverage for comprehensive loss of personal property, teachers are advised to acquire adequate coverage on any personal property which may be brought to campus.

#### 6.6.1 Paydays and Payroll Information

Procedures for payroll deductions and other payroll information may be found in the Appendix.

##### 6.6.1.1 Payroll Deductions

Teachers may sign and deliver to the Employee Relations Division an assignment authorizing deduction of membership dues and assessments of the CTA. Authorization shall continue in effect unless such authorization is formally revoked by the teacher in writing and copies thereof are delivered to the CTA representative and the Employee Relations Division. The deduction of membership dues upon member's request shall be made in equal amounts from sixteen (16) regular pay checks following the receipt and processing of the request, and the Governing Board agrees to remit promptly to the CTA all monies deducted accompanied by a list of teachers from whom the deductions have been made.

#### 6.6.2 Workday and Work Year

##### 6.6.2.1 Professional Workday and Work Week for Teachers

(see Governing Board Policy and/or Regulation)

###### 6.6.2.1.1 Hours of Work for School Nurses

- A. The workday for nurses will be eight hours, including a 45 minute duty free lunch period.
- B. The principal/designee will be notified by the nurse if going off campus for lunch. The nurse will provide the principal/designee instructions by which s/he can be reached in the event of an emergency that is beyond control of the principal/designee.

##### 6.6.2.2. Work Year -- Teachers

(see Governing Board Policy and/or Regulation)

###### 6.6.2.2.1 School Calendar Recommendations

The CTA shall submit its recommended calendar(s) to the Superintendent not later than February 15. Each teacher shall be provided a copy of the succeeding year's calendar(s) as soon as possible after approval by the Governing Board.

##### 6.6.2.3 Work Year -- Other Employees

(see Governing Board Policy and/or Regulation)

### 6.6.3 Additional Assignment for Regular Certificated Personnel

#### 6.6.3.1 Student Teachers

- A. A teacher requesting a student teacher shall make application through his/her department chair. A teacher must have at least three years of classroom teaching experience before being assigned a student teacher, two years of which must have been completed in the District. The responsibility for coordinating the student teacher program shall be delegated to the Assistant Superintendent for Instruction. In general, teachers should have only one student teacher per year; any exceptions to this practice must be approved by the teacher, his/her department chairperson, his/her principal, and the Assistant Superintendent for Instruction.
- B. Teachers are encouraged to acknowledge their professional responsibility to participate in and give leadership to student teacher practicum.

#### 6.6.3.2 Extra-Curricular Duties

Teachers are expected to assume the responsibility for membership on a committee other than an ad hoc committee or the sponsorship of at least one student club, or class. If the number of teachers available to such sponsorship exceeds the number of needed assignments, then such assignments may be rotated through the faculty from year to year.

#### 6.6.3.3 Non-Teaching Duties

(see Governing Board Policy and/or Regulation)

#### 6.6.4 Political Activity

(see Governing Board Policy and/or Regulation)

##### 6.6.4.1 Employees Seeking Elected Office

(see Governing Board Policy and/or Regulation)

##### 6.6.4.2 Campaigning During Off-Duty Hours Only

(see Governing Board Policy and/or Regulation)

##### 6.6.4.3 Campus Invitations

(see Governing Board Policy and/or Regulation)

##### 6.6.4.4 Supplies and Materials

(see Governing Board Policy and/or Regulation)

#### 6.6.5 Employment Outside of District Contractual Assignments

(see Governing Board Policy and/or Regulation)



#### 6.6.5.1 Nature of Outside Work

(see Governing Board Policy and/or Regulation)

#### 6.6.5.2 Work and Health

(see Governing Board Policy and/or Regulation)

#### 6.6.5.3 Evening Teaching Assignments

(see Governing Board Policy and/or Regulation)

#### 6.6.5.4 Tutoring

(see Governing Board Policy and/or Regulation)

#### 6.6.5.5 Summer School

(see Governing Board Policy and/or Regulation)

#### 6.6.6 Standards of Employee Conduct

##### 6.6.6.1 Supervision of Employee/Students and Employee Conduct Discipline Handbook

(see Governing Board Policy and/or Regulation)

##### 6.6.6.1.1 Permitting Students to Leave Campus

Permission shall not be granted by a teacher for a student or students to leave campus during the time when school is in session without prior approval of the Principal or his/her designee.

##### 6.6.6.2 Performance of Assigned Duties

(see Governing Board Policy and/or Regulation)

##### 6.6.6.2.1 Neat, Accurate, and Complete Records

- A. Each teacher shall be responsible for neat, accurate, and complete records kept in accordance with State Laws and Board Policies.
- B. Each teacher shall be responsible for the submission of timely, neat, accurate and complete records and/or reports to the campus administration as required by the campus administrators.

##### 6.6.6.2.2 Service to Students

- A. Each teacher will be available for conferences and student makeup work.
- B. Each teacher shall complete a progress report form for all students failing or in danger of failing the semester. This form shall be submitted to the appropriate administrator at least four weeks prior to the end of the semester. This progress report does not preclude the possibility of failure if, during the last four weeks of the semester, the student's level of perform-

ance justifies a failing grade.

- C. Each teacher of a senior failing or in danger of failing the final academic term shall make a minimum of two (2) attempts to contact the parent(s) either in a conference or by telephone during the sixth week prior to the end of the term. The teacher is encouraged to make at least one attempt to contact the parent(s) outside the normal school day. All such attempts will be documented. If no contact can be made, the appropriate administrator will be notified immediately.

#### 6.6.6.2.3 Work Assignments

- A. Each teacher will attend all scheduled faculty and department meetings as well as Open House unless other arrangements have been specifically made with the campus administration.
- B. Each teacher will carry out his/her responsibilities as assigned by the campus administration in preparation for and during North Central Association evaluations.
- C. As professionals who set examples for their students, teachers are expected to conform to the commonly accepted standards of the community.
- D. Each teacher may make home visits as appropriate for the welfare of his/her students. A teacher who may have occasion, as part of his/her working assignment, to visit the home of a student shall enter the home only if during the entire visit there is present in the home at least one other adult to whom the student is responsible. Moreover, if the teacher judges that his/her safety is threatened, the teacher shall not enter the home, but shall, upon returning to the home campus or office, report the situation to his/her supervisor.
- E. All teachers in a department on a campus shall attend departmental meetings called by the department chair unless excused by the department chair. An agenda shall be distributed prior to such departmental meetings. The department chair may notify the principal of unexcused absences.

#### 6.6.6.2.4 Planning for Instruction

- A. Each department must review all three segments biannually and submit the results, including any revisions, to the principal (or other administrative head) with a copy to the Assistant Superintendent for Instruction:
  - 1. Goals for the department;
  - 2. Objectives for programs or courses;
  - 3. Performance objectives stated in behavioral terms for each course.

#### 6.6.6.2.5 Minimal Expectations Statements for Students

- A. Each teacher will prepare and distribute to each student in his/her classes at the beginning of each semester a planned course statement which is to contain the following information:

1. Course Overview: A summary of the current course description taken from the Governing Board approved course description catalog.
2. Course Goals/Objectives: 5 to 7 major goals/objectives which students are expected to achieve by the end of the semester.
3. Major Student Activities: 8 to 12 major activities which the student will perform in order to accomplish the course goals and objectives.
4. Minimal Expectations to be Verified in the Course: 10 to 15 content and basic skill expectations which students must achieve as a minimum requirement to pass the course. Minimal expectations statements should include the reading, English/writing, and math minimal objectives. Only those reading, English/writing, and math skills in the course will be listed.
5. Grading System: Essential information on how students' work will be graded. Any special peculiarities of course procedures that will affect the grade should be included.
6. Assessment Procedures: The specific procedures and techniques which will be used to determine the grade.
7. Attendance: The statement should indicate that the teacher will adhere to District policy regarding school absences. The relationship between absence and student achievement should be detailed. The student should be given information on how s/he may make up work missed as the result of absence.

#### 6.6.6.2.6 Teachers Assigned to Two Campuses

Teachers who are assigned to two campuses are not required to accept responsibility for class or club sponsorship on either campus and will attend department and faculty meetings only at the school where they have their last assignment of the day. They may arrange for student conferences by appointment rather than have regular office hours.

#### 6.6.6.2.7 Use of Preparation Period

During their preparation period, teachers shall have no other assignment except in an emergency situation. The preparation period shall not be used for office hours except in unusual cases.

#### 6.6.6.2.8 Homeroom Period

A homeroom period shall be scheduled one or more times a week. The Campus Committee shall be involved in the planning of the program. The length of the period may be recommended to the principal, although it shall not be considered one of the teaching periods of the teacher.

#### 6.6.6.2.9 Emergencies

A. Emergencies may arise making it necessary for the principal/designee to



assign a teacher to cover a class during his/her preparation period. The teacher shall be relieved from such duty at the earliest possible time. Each emergency may be reported to the CTA campus representative and the principal by the teacher who was assigned to cover the class.

- B. In emergency situations, teachers may be requested by the principal to assist in campus supervision activities without additional pay during periods when the teacher has no teaching assignment. These requests may be reviewed later by the Campus Committee.

#### 6.6.6.2.10 Failure to Perform Duties

The teacher will be subject to disciplinary action for infractions or failure to perform the duties and responsibilities outlined in these educational policies.

#### 6.6.6.3 Care, Supervision and Protection of Property

##### 6.6.6.3.1 Security and Care of Equipment

Each teacher shall be responsible for the security and care of equipment and materials assigned to him/her. When the room and/or equipment must have shared use, the responsibility must be shared accordingly. District procedures for inventory shall be followed.

##### 6.6.6.3.2 Security of Keys

- A. Each teacher shall be responsible for the security of any keys issued to him/her as an employee of the District.
- B. Keys shall be duplicated only by District locksmiths. If an employee loses his/her key(s) through negligence for a second time during a school year, s/he shall be subject to a disciplinary action and may be required to share the cost resulting from such a loss.

#### 6.6.6.4 Compliance with Rules, Procedures, Policies and Regulations

##### 6.6.6.4.1 Materials for Substitutes and Substitute Assignments

- A. Teachers who are ill, or are otherwise unable to report for work, must either notify the Substitute Service Section of the Employee Relations Division by phone, indicating the reasons for the absence, or notify the principal or educational unit supervisor prior to the absence.
- B. When a regular teacher is absent, it is his/her responsibility to have available to the substitute lesson plans and other materials necessary to conduct the activities of the day.
- C. The regular teachers shall have available lesson plans, seating chart where permanent seats are assigned, grade book, and other records and materials in such condition that the substitute teacher will have every possible aid in his/her work.
- D. In the absence of a classroom teacher, every reasonable effort shall be made to fill the vacancy with a qualified substitute teacher.

- E. When the regularly assigned teacher cannot meet his/her classes, it is essential to the educational welfare of the students that the vacancy be filled in the most expeditious manner possible.
- F. Should the teacher fail to notify the principal's office prior to the end of his/her last teaching period, that s/he will return to work the following day, the substitute will be retained. If such notification is not made and the substitute and the teacher both appear for work the following day, both teacher and the substitute will work that day. In such case, unless the substitute is needed as a substitute in another class, the regular teacher will forfeit an amount of his/her daily pay equal to the substitute's pay. The substitute will then be used in some appropriate manner.
- G. Teachers who arrange for another teacher to cover a class for one period or more during a school day must obtain written approval from the principal/designee prior to leaving his/her assignment. Written notice to one's department chair shall be acceptable in emergency situations.

#### 6.6.6.4.2 Faculty Meetings

The principal shall schedule a minimum of one faculty meeting per month. The day on which the faculty meeting is scheduled may be shortened. The meeting shall not exceed the duration of the professional work day. Faculty attendance for the full duration of the meeting shall be expected, unless excused through prior principal approval. The meeting may be cancelled through the mutual concurrence of the principal/unit supervisor, and the CTA campus representative.

#### 6.6.6.4.3 Faculty Meeting Agenda

The faculty meeting agendas shall be determined by the principal and the CTA campus representative and appropriately posted at least 24 hours in advance.

#### 6.6.6.4.4 District Wide Meetings

Teachers may be required to attend scheduled District wide meetings as needed. These will include any work days or portions thereof set aside for inservice workshops, conferences, and programs for all or part of the instructional staff. The purpose for such District wide meetings will be presented at a meeting of the CTA Executive Board by the Superintendent. Prior to the scheduling of the District wide meetings, an agenda shall be developed jointly by teacher and administrator representatives and disseminated to the staff.

#### 6.6.6.4.5 In-Service Orientation Sessions

- A. Teachers accepting new positions in experimental or innovative program during the school year may be requested to attend additional in-service orientation sessions.
- B. First-year probationary teachers may be required to attend orientation and in-service training programs during the school day.

#### 6.6.6.4.6 Line of Authority for Nurses

Nurses are responsible to the principal/designee in matters relating to the school and may be invited to attend staff meetings. In matters pertaining to medicine and areas relating thereto, nurses may consult a medical advisor.

#### 6.6.6.4.7 Substitutes for School Nurses

In the event that a school nurse is absent, an attempt will be made to hire a Registered Nurse as a substitute.

#### 6.6.6.4.8 Screening Test

When screening tests (eyes, ears, etc.) are being performed, qualified assistance will be provided to the school nurses as deemed necessary.

#### 6.6.6.5 Compliance with Moral and Ethical Standards

##### 6.6.6.5.1 Code of Ethics

The Governing Board and the CTA recognize that the individual teacher should abide by the Code of Ethics of the Education Profession.

##### 6.6.6.5.2 Reporting Breaches of Professional Behavior

Alleged breaches of professional behavior shall be promptly reported to the offending teacher and to the CTA. The CTA shall use every reasonable effort to correct breaches of professional behavior by any teacher. When a breach of professional behavior has been established, the principal shall take appropriate action.

##### 6.6.6.6 Conflict of Interest

(see Governing Board Policy and/or Regulation)

##### 6.6.6.6.1 Use of Official Positions

(see Governing Board Policy and/or Regulation)

##### 6.6.6.6.2 Disclosure of Information

(see Governing Board Policy and/or Regulation)

#### 6.6.7 Ownership of Materials

(see Governing Board Policy and/or Regulation)



APPENDIX A

PHOENIX UNION HIGH SCHOOL DISTRICT

1985-86 Salary Schedule D  
Index/Step/Salary

Index	Salary	BA Range 1 Step	BA+36/MA Range 2 Step	MA+15 Range 3 Step	MA+30 Range 4 Step	MA+45 Range 5 Step
1.00	\$17,041	1				
1.0625	18,107	2	1			
1.1250	19,172	3	2	1		
1.1875	20,236	4	3	2	1	
1.2500	21,302	5	4	3	2	1
1.3125	22,367	6	5	4	3	2
1.3750	23,433	7	6	5	4	3
1.4375	24,497		7	6	5	4
1.5000	25,562		8	7	6	5
1.5626	26,628		9	8	7	6
1.6250	27,693		10	9	8	7
1.6875	28,758		11	10	9	8
1.7500	29,823		12	11	10	9
1.8125	30,888		13	12	11	10
1.8750	31,954			13	12	11
1.9375	33,018				13	12
2.0500	34,936					13

## APPENDIX B

### EVALUATION OF TEACHERS

#### 1. Designation of Qualified Evaluators

Annually, prior to the beginning of the school year, the Governing Board will designate the individuals who are qualified teacher evaluators. The Board will provide such in-service as necessary to insure that each evaluator named is cognizant of the intent and procedures within the assessment and evaluation system.

#### 2. In-Service

Group or individual orientation will be provided annually for both continuing and probationary teachers for the purpose of insuring an understanding of the purposes and the process. A portion of this in-service will be devoted to designation of an evaluator(s) for each staff member, and to an observation schedule.

#### 3. Schedule of Observations

##### Continuing teachers:

- A. Each continuing teacher shall be formally observed for the purpose of evaluation at least once annually, prior to April 1. Unless a recommendation for issuance of a preliminary notice of inadequacy of classroom performance has been made, an additional observation using Form D should be made by the Department Chair prior to the following October 1. This observation need not be for a minimum of 30 minutes, if acceptable progress toward identified objectives from Form B can be ascertained in less time.
- B. If, however, a preliminary notice of classroom inadequacy is to be issued, it will be issued by May 15, and a team of three evaluators will be appointed to re-evaluate the teacher between February 1 and February 15 of the subsequent fiscal year to determine whether dismissal proceedings for inadequacy of classroom performance should be initiated. From the list of qualified evaluators, the principal will select two members, and the teacher will be given the opportunity to select the third.

##### Probationary Teachers:

- A. Each probationary teacher shall be formally observed for the purpose of evaluation at least twice annually, one of which shall be made prior to December 1. If there is no recommendation for issuance of a preliminary notice of inadequacy of classroom performance, the second evaluation will be made by the principal at a mutually determined time, using both form D (relating to previous evaluation) and a new Form B.
- B. If such a notice is to be issued, it must be prior to January 1. Prior to April 5, but not less than 90 days after issuance of the preliminary notice

of inadequacy of classroom performance, the teacher shall be evaluated by a team of three evaluators to make a final determination as to the adequacy of performance, and recommend appropriate action to the Governing Board. Selection of the team shall be as described above.

4. Pre-Observation Conference

At least 24 hours prior to any formal observation for the purpose of evaluation or follow-up to an evaluation, a pre-observation conference shall be held between the evaluator(s) and the teacher being observed to review evaluation criteria in the areas to be observed, and to provide teacher input on planned classroom activities. In addition to Form A, the pre-observation form, any relevant prior improvement plans shall be reviewed.

5. Post-Observation Conference

- A. Within five calendar days of the observation, the evaluator(s) will provide the teacher with a written copy of the evaluation (Form B), and will confer with the teacher to review recommendations for improvement, as well as resources that are available to the teacher.
- B. The teacher may reconvene the post-observation conference within five calendar days for the purpose of clarification of points of disagreement. Conferences may include other personnel with pertinent information concerning the clarification.

6. Review by the Principal

All evaluations and recommendations will be reviewed by the principal, who will take appropriate action on the evaluation. If, as a result of any evaluation, a recommendation for issuance of a preliminary notice of inadequacy has been made, the principal shall insure that the teacher has been provided with copies of the statutes reprinted in the appendix herein.

7. Annual Reports

- A. Annually, the Director of Certificated Personnel shall tabulate appropriate data from all teacher evaluations in order to prepare reports to:
  - a. The Arizona Department of Education, as required by ARS 15-537H.;
  - b. The Assistant Superintendent for Instruction and the Professional Growth Committee, identifying the most common areas recommended for improvement, so that appropriate staff development activities may be initiated.

8. Confidentiality

Copies of assessment and evaluation reports of teacher performance are confidential, do not constitute a public record, and shall not be released or shown to unauthorized persons, in either draft or completed form.



## APPENDIX C

### TRAVEL REGULATIONS

#### I. PROCEDURES FOR INITIATING TRAVEL REQUESTS

##### A. TRAVEL REQUEST FORMS

District personnel representing the District in any capacity must submit a travel request for any destination outside the metropolitan area whether there is expense to the District or not. The metropolitan area is interpreted to include Avondale, Chandler, Dysart, Gilbert, Glendale, Goodyear, Laveen, Litchfield Park, Mesa, Paradise Valley, Peoria, Scottsdale, Sun City, Sunnyslope, Tempe, Tolleson, and Youngtown. When any expense is involved for travel within the Metropolitan area, a travel request must be submitted to the principal or supervising administrator who will forward the pink copy to the finance division to initiate payment or reimbursement.

##### B. CTA AND ASA RECOMMENDED ALLOCATIONS

The CTA and ASA will recommend the allocation of budget travel monies for their respective groups to the Assistant Superintendent for Instruction. The Assistant Superintendent for Instruction has jurisdiction over all in-state travel; however, final approval for out-of-state travel rests with the Governing Board. The lists of travel being requested by the CTA and ASA should be in the office of the Assistant Superintendent for Instruction no later than June 1 for all travel requested during the period from July 1 through October 30, and no later than October 1 for all travel requested during the period from November 1 through June 30 of each school year. Travel reimbursed from non-local funding; i.e., V.E.A, Chapter I, etc., must also be approved either by the Assistant Superintendent for Instruction or the Governing Board. During the year, both CTA and ASA may recommend for reallocation funds unused earlier in the year by their respective group members.

##### C. PERSONNEL ELIGIBLE FOR REIMBURSEMENT

Only District personnel under contract are eligible for reimbursement from District funds. An employee approved to travel while not under contract must be issued a short-term non-paid contract prior to the travel in order to qualify for reimbursement as well as insurance coverage.

##### D. USE OF DISTRICT VEHICLES

If available, District vehicles may be provided for approved travel within the state. Approval for District vehicles to go out of state will be on recommendation of the appropriate administrator to the Assistant Superintendent for Instruction. Recommendations will be based on a careful analysis of distance, safety factor, time, and economics. In all instances, vehicles should carry only the number of passengers for which that vehicle is rated. Failure to comply with this requirement and normal safety regulations may be construed as gross negligence.

##### E. NO DISTRICT VEHICLES USED FOR TRAVEL INTO MEXICO

Under no circumstances will District vehicles be used for travel into Mexico. Since our liability insurance provides coverage only within the continental limits of the United States and Canada, neither District vehicles nor privately owned vehicles are covered while traveling in Mexico on school business. For additional details on travel insurance, all personnel should refer to and be acquainted with the brochure entitled District Wide Insurance Coverage - General Information. This brochure has been distributed to all personnel. Specific questions concerning liability exposure and insurance coverage related to travel and the use of vehicles should be referred to the Finance Division Manager at 256-3619.

F. SUBSTITUTE COVERAGE WILL BE PROVIDED WHEN:

1. Students are taken on an approved field trip.
2. CTA has recommended travel funds for an individual and/or when the Assistant Superintendent for Instruction has approved travel requests not requiring District funds.
3. The traveler is either an officer of the sponsoring organization or is to be an active participant in the program.
4. The sponsoring organization will pay for the substitute.
5. Funds are available from some source other than the District budget; i.e., VEA workshop funds.

G. PRIOR APPROVAL

When a District employee travels without prior approval, s/he is not covered by insurance and will lose a day's pay for each work day missed.

H. PRELIMINARY REQUEST FOR TRAVEL FUNDS

District personnel wishing to travel at District expense should first submit a preliminary request for travel funds to their respective association (ASA or CTA). Only when they receive verification that they are being recommended for reimbursement should they submit a travel request form (M-s) through their Principal or Supervising Administrator. Travel within a 50-mile radius may be approved by the Principal or Supervising Administrator. Travel outside a 50-mile radius must have the approval of the Assistant Superintendent for Instruction and be received in that office no less than 21 school days prior to travel.

I. TRAVEL REQUESTS TO BE FILLED IN COMPLETELY

Travel requests should be filled in completely and accurately and a copy of the program, conference, or field trip itinerary attached whether the travel is in or out-of-state. Travel requests that are incomplete or incorrect will be returned to the Principal or Supervising Administrator.

II. PROCEDURES FOR REIMBURSEMENT OF TRAVEL EXPENSES

This procedure applies only to employees who have submitted a Travel Request Form and received approval for travel. Exceptions to these procedures must be approved in advance by the Superintendent or the Assistant Superintendent for Instruction.

## A. TRAVEL ARRANGEMENTS

### 1. AIR, RAIL, BUS TICKETS

Reservations for travel should be made by the traveler through a District approved travel agency. Travelers may pay for tickets with reimbursement after completing a travel claim, or travelers may have the District purchase the ticket in advance. To allow District purchase of a ticket(s), an approved requisition must be sent to the Finance Division.

### 2. REGISTRATION FEES

Registration fees that are travel-related may be paid by the traveler with reimbursement after completing a travel claim, or the traveler may have the District purchase the registration fee in advance. To allow District purchase of registration, an approved requisition must be sent to the Finance Division. In addition, the traveler must indicate on the requisition (when paid by District) or on the receipt (when paid by traveler) what lodging and meals, if any, are included in the Registration Fee.

### 3. ALL OTHER

All other arrangements are the responsibility of the traveler. See the District Travel Regulations regarding use of District vehicles.

## B. ENTITLEMENT FOR REIMBURSEMENT OF TRAVEL EXPENSES

The expense categories which are reimbursable and the maximum amounts which may be reimbursed are:

### 1. GENERAL

Employees will be reimbursed by the District for the lesser of (1) the total amount approved as District expense for the trip, or (2) the total of the amounts allowed per the entitlements below.

### 2. MILEAGE

Mileage for an employee's car will be paid at the current approved rate for the most direct, usually traveled route.

### 3. COMMERCIAL CARRIERS

Actual cost not to exceed the coach fare will be paid for the most direct, usually traveled route.

### 4. SUBSISTENCE

Subsistence expense includes the cost of lodging and meals (including tips). The subsistence entitlement is intended to provide reimbursement of actual lodging and meal expenses within the maximum allowed. The subsistence entitlement varies by law for "in-state" and "out-of-state" travel. All travel within Arizona is considered "in-state". In addition, travel within 100 miles of Arizona's boundaries is considered "in-state".



unless lodging is required. For example, travel in California within 100 miles of Arizona's boundaries is considered "out-of-state" if lodging is required. Subsistence entitlement will be determined based on actual expenses for each 24 hours and/or portion of 24 hours the employee is in a travel status. An employee is in a travel status from the time an employee departs from his/her home/place of work to the time an employee returns to his/her home/place of work.

a. IN-STATE SUBSISTENCE

Actual meal expense including tips may not be paid in excess of the following amounts:

MEAL	TO BE PAID IF THE TRAVELER IS IN A TRAVEL STATUS AT:	MAXIMUM ACTUAL EXPENSE ALLOWED
Breakfast	7:00 a.m.	\$ 4.00
Lunch	12:00 noon	\$ 6.00
Dinner	6:00 p.m.	\$12.00

No payment for meals provided by a commercial carrier or meals included in registration fees may be claimed. Meal receipts are not required except as noted for "out-of-state" travel. Meal expenses may not include the cost of alcoholic beverages.

No maximum amount has been established for lodging expense within the maximum per diem amount of \$40.00 shown below. If the traveler shares a room with another traveler, an equal portion of the lodging expense will be paid. If a spouse accompanies the traveler, the single rate will be paid if shown on the receipt. Otherwise, the traveler will be entitled to one-half the actual expense.

The maximum subsistence expense (lodging and meals) which may be paid for "in-state" travel is:

All days with lodging expense: Actual meal expense within above limits plus lodging expense, total not to exceed \$40.00.

All days with NO lodging expense: Actual meal expense within the above limits not to exceed \$22.00 per day.

b. OUT-OF-STATE SUBSISTENCE

The maximum subsistence expense which may be paid for "out-of-state" travel is the same as "in-state" travel unless actual subsistence expense exceed \$40.00. If actual "out-of-state" subsistence expense exceeds \$40.00 per day, the traveler will be paid up to a maximum of \$75.00 per day provided the traveler obtains receipts for lodging and meal expenses. The meal limitations above do not apply when expenses exceed \$40.00 and when the traveler provides meal receipts.

5. OTHER ALLOWABLE EXPENSE

The actual costs of parking, luggage storage, telephone, local bus, taxi, or limousine may be paid. For car rental, a receipt is required and payment will be made only if the rental was included in the approved travel request. Receipts are required for registration fees and should be listed in this column. The registration receipt must be annotated to indicate what lodging and meals, if any, are included in the fee.

C. PREPARATION AND SUBMISSION OF TRAVEL CLAIMS

1. Employees approved for travel will be provided with claim forms by the travel account clerk - DSO (Telephone: 256-3218). Both claim forms must be signed by the traveler and by the principal or other school administrator. Federal claims must also be approved by the Federal Programs Office at DAO. Claims for travel during May and June must be filed within 72 hours of your return to assure payment. All claims will be forwarded to the Finance Division after local approval.
2. Complete with ball-point pen or typewriter. Submit both copies to Finance Division - DSO.
3. Social Security Number must be entered with your name.
4. Expenses must be listed on a daily basis.
5. Departure and arrival times and places must be completed to your destination and return to Phoenix.
6. Meals for each day are to be totaled in the meals column. Do not itemize each meal. Meal receipts are to be attached if "out-of-state" meals and lodging total more than \$40.00 per day.
7. The original hotel/motel receipt must be submitted and must be itemized (e.g., daily amounts shown). When sharing a room with another traveler, divide the charges equally and make reference as to names, districts and amounts paid by others. Copies of receipts are acceptable provided one of the travelers files the official receipt. If a spouse accompanies the traveler and the bill indicates what the single rate would have been, the single rate is allowable in lieu of splitting the room charge. If the spouse is also entitled to reimbursement from some other source, expenses are to be divided.
8. Attach your air, rail, or bus ticket to your claim even if the fare is paid by the District.
9. When the traveler's car is used for travel, the license number and the auto's owner must be shown on the claim. If reimbursement is to be received for mileage, the "Mileage Schedule" must be filled in daily.
10. Actual expenses may appear in the body of the claim, however, you must reserve the far right column for the "amount claimed." In that column enter only the amount which you are allowed (NTE).

11. Dates on all receipts must agree with our approved travel dates and must not be altered.

Please call the Travel Account Clerk (256-3618) regarding any questions concerning travel reimbursement.



## APPENDIX D

### PAYROLL DEDUCTIONS

1. Teachers may sign and deliver to the Employee Relations Office an assignment authorizing deduction of membership dues and assessments of his/her representative group. Authorization shall continue in effect unless such authorization is formally revoked by the teacher in writing and copies thereof are delivered to the group representative and the Employee Relations Office. The deduction of membership dues upon member's request shall be made in equal amounts from sixteen (16) regular pay checks following the receipt and processing of the request, and the Governing Board agrees to remit promptly to the respective group all monies deducted accompanied by a list of teachers from whom the deductions have been made.
2. Teachers may sign and deliver to the Employee Relations Office authorization for the following payroll deductions and with the deadlines indicated:

Desert School Employees Federal Credit Union - no deadline.

United Fund - December 1.

Health and Major Medical Insurance - dependent coverage - thirty (30) calendar days after first day of employment of the current year.

Tax-Sheltered Annuities - no deadline.

U.S. Savings Bonds - no deadline.

Authorization for payroll deductions for other purposes may be mutually agreed upon, subject to the limitations imposed on the District's Payroll Office by the Office of the County Superintendent of Schools.

3. An amendment of employment contract for the tax-sheltered annuity provision shall automatically apply to the employment contract for each succeeding school year, except
  - a. The amount of salary reduction in this amendment may be changed during the year by giving written notice of at least thirty (30) days prior to the effective date of the change. A new amendment is required to increase or decrease the amount of salary deduction.
  - b. Termination of this amendment may be made at any time by giving written notice of at least thirty (30) days prior to the effective date of the termination.

# APPENDIX E

## PHOENIX UNION HIGH SCHOOL SYSTEM - PAYROLL DEPARTMENT Pay Schedule for Contract/Requisitioned Employees\* for Fiscal Year 1986/87 (Based on Five Day Delay Schedule)

PAYDAY DATES		CONTRACTS: Dates Covered by This Payroll	12 Months 07/01/86- 06/30/87 (261 days)	10 Months 1. 08/05/86 - 06/12/87 2. 08/12/86 - 06/19/87 3. 08/19/86 - 06/26/87 (224 days)	9 Months 08/26/86- 06/05/87 (204 days)	Voluntary Contracts: 12-Mos. Deductions Begin: Annty, Cr Un Organztn Dues Savng Bnd Untd Fnd Hlth Ins 85/86	Deductions Less than 12-Mos. Organztn Dues, Untd Fund, Annty, Cr Un, Savng Bnd	Recesses	Holidays Indpndnc Day 07/04	Requisition Deadlines (changes, additions to one's pay) Due	Dates Covered
A	1	07/18/86	07/01-11	9-day pay						07/07	07/01-04
B	2	08/01	07/14-25							07/16	07/05-18
C	3	08/15	07/28-8/08	1. 4-day pay						07/30	07/19-08/01
D	4	08/29	08/11-22	2. 9-day pay 3. 4-day pay						08/13	08/02-15
E	5	09/12	08/25-09/05		9-day pay	End Health Ins. 85/86	Organztn Dues, Untd Fund, Annty, Cr Un, Savng Bnd		Labor Day 09/01	08/27	08/16-29
F	6	09/26	09/08-19			Hlth Ins 85/86 TSA in Lieu				09/10	08/30-09/12
G	7	10/10	09/22-10/03	Changes to Salary Option due in Payroll by 09/24		Organization Dues				09/24	09/13-26
H	8	10/24	10/06-17			Organization Dues				10/08	09/27-10/10
I	9	11/07	10/20-31							10/22	10/11-24
J	10	11/21	11/03-14						Vetrm Day 11/11	11/05	10/25-11/07
K	11	12/05	11/17-28					11/28	Thanks Day 11/27	11/19	11/08-21
L	12	12/19	12/01-12							12/03	11/22-12/05
M	13	01/02/87	12/15-26			Untd Fnd Drive		Winter 12/22-24 12/26	Christmas 12/25	12/17	12/06-19
N	14	01/16	12/29-1/09	First Payroll of new calendar year				12/29-31 01/02	New Yr 01/01	12/31	12/20-01/02
O	15	01/30	01/12-23						ML King 01/19	01/14	01/03-16
P	16	02/13	01/26-02/06							01/28	01/17-30
Q	17	02/27	02/09-20						Pres Day 02/16	02/11	01/31-2/13
R	18	03/13	02/23-03/06			Deductions End: Organization Dues				02/25	02/14-27
S	19	03/27	03/09-20			Organization Dues				03/11	02/28-3/13
T	20	04/10	03/23-04/03					Spring Brk 03/30-4/3		03/25	03/14-27
U	21	04/24	04/06-17							04/08	03/28-4/10
V	22	05/08	04/20-05/01							04/22	04/11-24
W	23	05/22	05/04-15				Savng Bnd			05/06	04/25-05/08
X	24	06/05	05/18-29		15-day pay		No Deductions		Mem Day 05/25	05/20	05/09-22
		06/12	06/01-12	1. 10-day pay							
Y	25	06/19	06/02-13	2. 15-day pay						06/03	05/23-06/05
		06/26	06/09-20	3. 10-day pay							
Z	26	07/03	06/16-30	12-day pay		No Annuity				*** 06/17	06/06-30***
	1	07/17	07/01-11			Savng Bnd, TSA in Lieu			Indpndnc Day 07/04	07/03	

Teachers electing the 26-pay plan will receive 1/261 of annual contract for each day's work, according to the above schedule, with balance of contract payable 06/05/87.

\*Pay schedule for certified substitute employees (teachers, nurses) under separate schedule.  
\*\*\*Fiscal Year-End Close Out--early cut-off.

## APPENDIX F

### PROFESSIONAL REQUIREMENTS

1. Anyone to be accepted for any teaching position in the District, with the exceptions of the Trade and Industry Section and the Health Occupations Section of the Vocational Education Program, and ROTC instructors, must meet the following professional requirements:
  - a. A valid Arizona Certificate for teaching in the secondary schools of the State, as well as any special certification requirements in a particular area, which are commensurate with positions held in the District and must be recorded with the County Superintendent of Schools before the teacher may be issued a contract or receive a salary payment.
  - b. Thirty (30) semester hours in the major subject area field, and
  - c. A Bachelor's degree or a Master's degree.

### SPECIALIZED REQUIREMENTS

1. Trade and Industry and Health Occupations.

A teacher in the Trade and Industry or Health Occupations sections of the District Vocational Education Program may be employed with either a Provisional, a Basic, or a Standard Vocational Certificate.

2. Business Education

A teacher employed in the Office Education section of the District Vocational Education Program must have not only a valid Arizona teaching certificate, but also a valid Arizona Vocational Certificate in Office Education.

3. Cooperative Work Experience Education

The minimum requirements for employment in the District as a teacher-coordinator in Distributive Education, Cooperative Office Education, Industrial Cooperative Education, and Home Economics Related Occupations are a valid Arizona teaching certificate and a valid Vocational Certificate with a Cooperative Education endorsement. The required endorsement also would be needed for any other teacher-coordinator including those positions which are state or federally funded.

4. Instructional Materials Personnel (Media Specialists, i.e., Librarians and Audio-Visual Coordinators)

The minimum requirement for employment of a Librarian is twenty-four (24) semester hours in Library Science, six (6) of which shall be in Audio-Visual education. The minimum requirement of employment of an Audio-Visual Coordinator is a minimum of eighteen (18) semester hours in Audio-Visual education, with an additional six (6) semester hours in Library Science.



## APPENDIX G

### GLOSSARY OF TERMS

Academic Credit	Any credit earned as outlined in this handbook.
CTA	See Classroom Teachers' Association
Campus	The school unit; e.g. Alhambra High School, South Mountain High School, etc.
Campus Supervision	Includes, but is not limited to the following: study hall supervision, resource center supervision, campus ground supervision.
Classroom Teachers' Association	The Phoenix Union High School District Classroom Teachers' Association, Inc. The CTA is the official agent for the teachers of the Phoenix Union High School District.
Concensus	Unanimous agreement or no voiced dissent.
Day	Any day Monday through Friday, exclusive of legal holidays and Board-declared recess days as identified by the official school calendar.
Department Chairperson	Shall include the house chairperson, the curriculum coordinators, and the instructional materials center chairperson at Trevor G. Browne High School.
Educational Policies	Refers to those items of mutual concern to the study teams for their annual review and which are incorporated into Governing Board Policy.
Emergency	A situation that could not have been prepared for in advance.
Governing Board	The Phoenix Union High School District Governing Board.
Interim Teacher	A teacher hired on a regular contract for a period of less than a full year.
Major teaching or service area	That area in which the teacher has a minimum of thirty (30) semester hours, or forty-five (45) quarter units of college preparation.
Minor teaching or service area	That area in which the teacher has met the minimum requirements as outlined in the Policies and Procedures Manual of the North Central Association.
Professional Agreement	The working agreement between the CTA and the PUHSD Governing Board which includes Governing Board Policies, Administrative Regulations and Procedures

for implementing Policies and Regulations.

Preparation

The preparation required for teaching a course at the same grade level in the same instructional track in the same subject with comparable instructional materials.

Professional Compensation

All salaries and fringe benefits.

Qualified Teacher

A teacher possessing a valid Arizona teaching certificate qualifying him/her to teach a subject in his/her major or minor field(s).

Reassignment

A change of teaching assignment from one department/program to another department/program on the same campus or the relocation of a teacher from one campus to another campus.

Reprimand

Any written report of disciplinary action taken by administrative personnel against the teacher for infraction of rules or delinquency in professional performance that is included in the teacher's personnel file.

School District

The Phoenix Union High School District.

School Year

The school year as defined by the official school calendar.

Superintendent

The Superintendent of Schools of the Phoenix Union High School District.

Teacher

A person holding a valid Arizona teaching certificate and/or who is employed by the Board for service as any of the following: Classroom Teacher, Counselor, Special Resource Teacher, Social Worker, etc.

Team(s)

The study teams (STEP) appointed by the Governing Board and the CTA respectively, which meet annually to review the Governing Board's Educational Policies and recommend to the Governing Board additions, revisions and deletions.

Week

A calendar week.

## APPENDIX H

### PHOENIX UNION HIGH SCHOOL DISTRICT 1986-87 CALENDAR

#### Summer

Fri. July 4 Independence Day (H)

#### First Semester

Mon.	Aug. 25	New Teacher Orientation
Tues. thru Fri.	Aug. 26 thru 29	In-Service Training/ Preparation, All Teachers
Mon.	Sept. 1	Labor Day (H)
Tues.	Sept. 2	Classes Begin
Fri.	Oct. 31	End of First Term
Tues.	Nov. 11	Veteran's Day (H)
Thurs.	Nov. 27	Thanksgiving Day (H)
Fri.	Nov. 28	Thanksgiving Recess
Mon. thru Wed.	Dec. 22 thru 24	Winter Recess (*)
Thurs.	Dec. 25	Christmas Day (H)
Fri. thru Wed.	Dec. 26 thru 31	Winter Recess (*)
Thurs.	Jan 1	New Year's Day (H)
Fri.	Jan. 2	Winter Recess (*)
Mon.	Jan. 19	Martin Luther King Birthday (H)
Wed., Thurs.	Jan. 21, 22	Semester Examinations
Fri.	Jan. 23	Report Preparation - no classes
Fri.	Jan. 23	End of Second Term/First Semester

#### Second Semester

Mon.	Jan. 26	Classes Begin
Mon.	Feb. 16	President's Day (H)
Fri.	Mar. 27	End of Third Term
Mon. thru Fri.	Mar. 30 thru Apr. 3	Spring Recess (*)
Mon.	May 25	Memorial Day (H)
Wed., Thurs.	June 3, 4	Semester Examinations
Thurs.	June 4	Graduation Day
Fri.	June 5	Report Preparation - no classes
Fri.	June 5	End of Fourth Term/Second Semester

#### KEY:

(H) All employees off  
(\*) Twelve-month employees work two and one-half of  
the five Spring Recess days.



Number of Teaching Days:

Term 1 = 44

Term 2 = 45

Term 3 = 44

Term 4 = 43

Semester 1 = 89

Semester 2 = 87

Total Teaching Days = 176

## APPENDIX I

### THE ROLE OF THE DEPARTMENT CHAIR IN THE PHOENIX UNION HIGH SCHOOL DISTRICT

#### 1.0 IN RELATION TO OVERALL RESPONSIBILITY AS DEPARTMENT CHAIR

- 1.1 performs as an instructional leader
- 1.2 works with the department as a whole concerning textbooks and teaching materials selection, curriculum decisions, and department procedures
- 1.3 works with the chair of other departments, the department staff, the school administration, and representatives of other schools to ensure continuity of the total school program
- 1.4 visits teachers
- 1.5 makes his/her services available to teachers and other unit personnel
- 1.6 maintains a central place for housing the department's professional library, its special textbook and teaching material collection, its file of examinations, its teaching equipment, and its workspace for teachers

#### 2.0 IN RELATION TO CURRICULUM

- 2.1 works out basic agreements about content and sequence with (1) the members of the department, (2) the Principal, (3) the educational supervisor, (4) the department chair of other high schools in the District, and (5) those responsible for the programs at levels above and below the high school
- 2.2 shares with the educational supervisor the responsibility for writing and preparing materials evolving from curricular decisions
- 2.3 provides leadership in initiating programs and in the evaluation of existing programs
- 2.4 selects instructional materials with the aid of the teachers, the Principal, and the educational supervisor
- 2.5 encourages teachers to keep up to date by participating in professional organizations related to their field, in institutes and workshops, and in regional or national curriculum projects.
- 2.6 serves as a resource person for local and District curriculum committees
- 2.7 supervises his/her department to assure that prescribed courses of study are followed

#### 3.0 IN RELATION TO THE EMPLOYMENT AND ASSIGNMENT OF PERSONNEL

- 3.1 works with the Principal in determining staff needs and assignments

3.2 assists the Principal, whenever possible, in interviewing prospective teachers and evaluates credentials of potential candidates

#### 4.0 IN RELATION TO THE BUDGET

4.1 represents the department in matters pertaining to the budget

4.2 projects annual and long-range budgets to meet program objectives

4.3 may be a member of the school planning committee, if so appointed

4.4 requests instructional supplies and materials for his/her department

4.5 recommends minor educational projects

4.6 works with the teachers in determining departmental priorities for purchases and replacements

4.7 keeps current on budget procedures and information through data received from unit and District business offices

#### 5.0 IN RELATION TO THE EDUCATIONAL SUPERVISOR

5.1 acts as a liaison between the educational supervisor and teachers

5.2 utilizes the services of the educational supervisor as a resource person for the development of curriculum programs and in-service programs

5.3 meets jointly with the educational supervisor and Principal to discuss unit matters

5.4 works with the educational supervisor in assessing the unit curriculum

5.5 is involved in the selection of District textbooks

#### 6.0 IN RELATION TO TEACHERS

6.1 involves teachers in determining departmental policies and teaching assignments

6.2 assists teachers in solving problems relating to classroom instruction, students, or student teachers

6.3 assists in the procurement of supplies, aids, and the improvement of physical facilities

6.4 assists teachers in the development of new and experimental programs

6.5 provides in-service education programs for the purpose of improving instruction and curriculum

6.6 serves as a communicative link between teachers, administrators, and administrative groups on matters related to instructional problems and programs



6.7 encourages membership and participation in professional subject-related programs

6.8 holds department meetings as needed

#### 7.0 IN RELATION TO SCHOOL ADMINISTRATORS

7.1 confers with the administration on all matters dealing with the subject area; course offerings, teaching methods, current innovations

7.2 works with the Principal and educational supervisor in hiring new teachers, in making teaching assignments, and in solving class load problems

7.3 assists in the evaluation of teachers, in providing improvement of instruction, and in the preparation of the budget

7.4 keeps the administration apprised of departmental matters

#### 8.0 IN RELATION TO THE COMMUNITY

8.1 serves in community activities which have a direct bearing on school relationships, such as direct work experience, conferences, and articulation meetings.

8.2 keeps the public informed as to the goals and aims, and the changes and improvements, in the subject area and its teaching

8.3 cooperates in school-community projects in the subject area

8.4 relates his/her subject offerings to the needs of the community

8.5 utilizes approved community resources in instruction

8.6 is available for conferences with community groups

#### 9.0 IN RELATION TO STUDENTS

9.1 keeps alert to the needs, interests, and aspirations of students, primarily through the department members; makes arrangements for effective communication of these needs to department teachers

9.2 provides an opportunity for students to voice their concern with respect to the instructional and curricular programs of the department

## APPENDIX J

### GUIDELINES FOR EXTRA PAY INCREMENTS

#### A. Criteria and Formula for Determining Schedule F Increments

The two major elements of consideration used in the development of the formula were the time spent and the responsibility assumed in carrying out Schedule F assignments.

The time element was divided into two segments - the total number of hours spent on assignment during the regular weeks of the season, and the total number of hours spent during vacation periods occurring during the season. The time spent during regular weeks was weighted by a factor of 2, and the time spent during vacation weeks was weighted by a factor of 4, as shown in the table below.

The responsibility element was subdivided into six categories, and each was assigned a weighted factor. The number of participants was assigned a factor of 2; the numbers of contests and assistants were given a factor of 5; liability and fiscal and public relations responsibilities were assigned factors ranging from 0 to 30 as shown in the table below.

The point-total accrued as a result of the above considerations as applied to each Schedule F Assignment was divided by 100 to determine the percentage to be applied to the appropriate figure on Schedule D. That percent figure was then divided by 100 to arrive at the index figure.

TABLE: DETERMINATION OF TIME AND RESPONSIBILITY QUOTIENTS

#### TIME QUOTIENT DETERMINATION

Number of regular weeks during season x hours/week x  
factor 2 = A points

Number of vacation weeks worked during season x hours/  
week x factor of 4 = B points

#### RESPONSIBILITY QUOTIENT DETERMINATION

Number of participants x factor of 2 = C points

Number of contests x factor of 5 = D points

Number of assistants x factor of 5 = E points

Liability related to travel and injuries x factor  
ranging from 0 - 30 = F points

Fiscal - related to equipment and budget preparation  
x factor from 0 - 30

= G points

Public Relations x factor ranging from 0 - 30

= H points

#### FORMULA

$$\frac{A + B + C + D + E + F + G + H \text{ points}}{100}$$

% of Salary  
on  
Schedule A

$$\frac{\% \text{ of Salary on Schedule A}}{100}$$

= Index

An example of Index Determination:

#### VARSITY FOOTBALL COACH

<u>Time Quotient</u>	<u>Season</u>		<u>Hours/Week</u>		<u>Factor</u>		<u>Points</u>
Regular	10 weeks	x	15 hours	x	2	=	300 (A)
Vacation	3 weeks	x	15 hours	x	4	=	180 (B)
<u>Responsibility Quotient</u>			<u>Number</u>		<u>Factor</u>		<u>Points</u>
Participants			175	x	2	=	350 (C)
Contests			10	x	5	=	50 (D)
Assistants			7	x	5	=	35 (E)
Liability					0 - 30	=	30 (F)
Fiscal					0 - 30	=	30 (G)
Public Relations					0 - 30	=	30 (H)

#### FORMULA

$$\frac{300 + 180 + 350 + 50 + 35 + 30 + 30 + 30}{100} = \frac{1005}{100} = \frac{10.05\%}{100} = .10 \text{ Index}$$

#### B. Guidelines for Extra Pay Increments

The following guidelines have been established to determine when extra increments have been earned for extra services in the assignments as indicated.

#### FORENSICS

Solo Events (Oratory, Extemporaneous, Oral Interpretations, Poetry, Prose, Drama, Humor, and Declamation)

One increment for each team up to nineteen (19) students participating in at



least five (5) activities. Activities include A.I.A. speech tournaments and contests, community service activities, and student workshops. A second increment will be paid when the team size reaches twenty (20) or more students participating in at least five (5) activities.

#### DEBATE

One increment for each team up to nineteen (19) students participating in at least five (5) activities. Activities include tournaments and student workshops. A second increment will be paid when the team reaches twenty (20) or more students participating in at least five (5) activities.

#### DRAMA

One increment will be paid for the preparation of up to four (4) performances of dramatic productions prepared outside the classroom area per year. A second increment will be paid when there are five (5) or more performances of dramatic productions prepared outside the classroom area per year.

A teacher will not be paid a second increment in the same category.

#### PERFORMANCE DANCE

One increment will be paid for the preparation of up to four (4) performances of dance productions prepared outside the classroom area per year. A second increment will be paid when there are five (5) or more performances of dance prepared outside the classroom area per year.

A teacher will not be paid a second increment in the same category.

#### MUSIC

Any teacher of performing groups shall be eligible for the increment if s/he does preparatory work relative to his/her music group before or after a teacher's working day, on weekends or holidays, for a total of 100 hours during the year for choral and orchestra directors or 150 hours for band directors.

OR

If s/he rehearses with students before or after a teacher's working day, on weekends or holidays, for a total of 22 hours for the orchestra or choral increment or 33 hours for the band increment.

OR

If s/he directs public performances before or after a teacher's working day, on weekends or holiday - 10 performances for orchestra or chorus or 15 performances for band.

OR

If the director of a performing music group meets any combination of these requirements, such as 20 hours of preparation during the year, 12 hours of

rehearsal and 3 public performances, s/he shall be eligible for the orchestra or choral increment. The band increment would be earned by 25 hours of preparatory overtime work, 18 hours of rehearsal and 5 public performances, or by any combination of overtime work - rehearsal or performance.

### Specific Duties

Unit, District, State, and Regional solo and ensemble festivals for band, orchestra, or chorus.

All-State auditions, preparation, and participation. Commencement and year-end performances and preparation.

Formal concerts - as well as rehearsals and preparation for the concerts.

Participation in seasonal activities - assemblies and programs

Preparation and rehearsals for performances:

Civic Organizations  
Church-sponsored Events  
Conventions and Conference  
Homes for the Aged  
Professional Organizations  
School Banquets  
Business Openings  
Award and Recognition  
Gatherings  
P.T.A.

Business and Professional  
Meetings  
Christmas  
Luncheons  
Hospitals  
Fraternities  
Sororities  
Dedications  
Programs

Musical comedy productions. Note: One musical comedy alone may involve at least 100 hours in researching, planning, rehearsing, and performing.

Any rehearsal or instruction time spent before or after a teacher's working day, weekends, or holidays.

Performances of any kind before or after a teacher's working day, weekends, or holidays.

Care of music, robes, uniforms, instruments, and equipment.

Researching, arranging, and recruiting before or after a teacher's working day, weekends, and holidays.

All public relations activities - preparation, rehearsals, and performances.

General assembly preparations.

Any football game, basketball game or parade activities, rehearsals, preparations and performances by the band.

Combined choral, orchestral, and band activities.

Band Days at universities.

#### YEARBOOK ADVISOR

To be eligible for the increment, the yearbook advisor will select and train a staff, choose and work with a publisher for the book, manage the finances under District guidelines in cooperation with the campus bookstore manager, work with the staff to prepare for publication of a book relating to school activities, and supervise distribution when the published book arrives.

#### NEWSPAPER ADVISOR

To be eligible for the increment, the newspaper advisor will select and train a staff, choose a method of publication, under District guidelines develop a system of budgeting and financing, and prepare for publication of a newspaper pertaining to student activities, events, and interests.

#### POMPON/CHEERLEADER SPONSOR

##### 1. Qualifications

Must be certificated person selected by the Administration.

##### 2. Number of participants

The official, recognized number of participants for cheerleaders is eight (8) and pompons is ten (10). The use of alternates is at the discretion of the local campus. Freshman and Junior Varsity lines are not funded by the District; therefore, their existence is at the discretion of the local campus.

##### 3. Performing Season

Performing season is September through May. Sponsors are not under contract during the summer months; therefore, they are not responsible for supervision or attendance at summer camps or workshops. The cost of such activities, including transportation during the non-school year, is the responsibility of the participants.

##### 4. Major duties

Exercise necessary influence to instill proper leadership and discipline. Construct a Constitution regarding rules and regulations which should contain expectations for participants' grades, behavior, attendance, practice times, etc.

Provide a rule sheet which must have a parent's signature, acknowledging agreement of requirements before a student is allowed to try out. Conduct sessions in which participants are instructed in the ethics and rules of activities at which they will be performing.

Conduct annual tryouts. A selection committee shall consist of a panel of judges, and selection shall be made from a locally developed set of criteria. Final results shall be made available to the Principal and the athletic administrator.



Be responsible for previewing all team support signs and run-through banners prior to display or use. Such signs shall be in good taste as established by the local school. No team support signs shall be used at any division, inter-division, or state interscholastic contest.

Transport cheerleaders and pompons by school-provided transportation to all away games. Pompon members' travel to away games is by invitation only when they are performing with the band. When participating in activities outside Maricopa County, a travel request must be on file.

Must attend or arrange for a staff member to attend all school-sponsored activities in which cheerleaders and/or pompons are participating. These activities may include but not be limited to practice, performance, fund-raising activities, and parades.

Strongly discourage spending excessive funds on favors for athletic teams and/or team members.

Supervise design, ordering, distribution, maintaining and collection of all school-purchased uniforms and other items. Nonusable uniforms shall be sent to DSO for discarding. Selling or giving away of uniforms is prohibited.

#### 5. Physical Examination of Participants

Physical examinations are not required but are strongly recommended. Each sponsor must carry information cards in case of an emergency (District Form A-3).

#### 6. Insurance for Participants

School student accident insurance or equivalent is required of all cheerleader and pompon participants.

### C. RESPONSIBILITIES OF AN ATHLETIC COACH

Generally, a coach shall be a certificated teacher in the Phoenix Union High School District with a minimum of five duty periods a day exclusive of coaching time. Non-Phoenix Union High School District coaches may be given coaching assignments if approved by the Arizona Interscholastic Association.

All Schedule F coaching assignees must have credentials on file in the Employee Relations Office, including a Personnel Action Request (PAR) form.

#### General

Routinely, a coach is responsible for putting in the time necessary to select and prepare a team for competition. This includes initiating try-out opportunities as well as coaching the team during the sport season as defined by the Arizona Interscholastic Association Handbook, the Class "AAA" Conference Handbook, and the Phoenix Union High School District Athletic Manual. Normally, this will include starting practice at 3:00 p.m. for a reasonable period of approximately two (2) hours but will not be limited to that time. Earlier practice starting times are permissible, but under no circumstances may a coach start practice until s/he has completed his/her five periods of teaching or duty assignments exclusive of a

preparation period.

In addition to on-site practice responsibility, a coach shall conduct himself/herself by example and precept at all times and maintain an ongoing public relations program for that sport, including communicating with parents, the student body, faculty, administration, media, and the community.

A coach has the responsibility of maintaining good rapport with opposing coaches, athletes, and student bodies as a contributing teacher factor to good sportsmanship and character building.

A coach will utilize up-to-date methods and techniques and be constantly aware of rules and rule changes.

A coach will be expected to maintain a respectable level of personal dignity, poise, and emotional self-control during all interscholastic sports activities

A coach shall see that only eligible athletes participate in practice or games, and shall assist the administration in clearing students for athletic eligibility by soliciting for birth certificates, grade checks, insurance coverage, athletic emergency cards, parental permission, and other athletic eligibility requirements.

A coach shall cooperate with the administration in preparation of the athletic budget, inventorying of equipment, and periodically reviewing the strengths and weaknesses of the interscholastic sports program for recommendations for improvement.

#### Supervision

A coach shall be responsible for the supervision of the team and all members of the coaching staff, if applicable, including but not limited to locker room supervision before and after practice, attendance to and supervision of all injuries as detailed in the District Athletic Manual, and supervision of student athletes during school sponsored medical examinations.

Under no condition shall any of the coach's supervisory responsibilities be delegated to students or other noncertificated personnel.

#### Security and Property Control

A coach is responsible for all facilities and equipment in use by his/her team during coaching hours, including the locker room used for before and after dressing out periods.

A coach is responsible for following all duties and responsibilities as prescribed in the District Athletic Manual, the Class "AAA" Conference Handbook, the Arizona Interscholastic Association Handbook, official rule book of the sport(s) assigned, and other responsibilities identified by the local unit administration.

#### Coeducational Sports

In those situations in which a coach is of a different sex than some or all of his/her team, the appropriate arrangements for supervision, security, and property control may be made by the campus administration.

## APPENDIX K

### FIELDS OF STUDY

Graduate or undergraduate courses in the following fields of study are guidelines for approved credit for teachers' salary increments in the Phoenix Union High School District:

#### ART

Applied Arts  
Fine Arts  
Industrial Arts  
Music  
Science

Education  
Graphic Arts  
Language and Humanities (as listed)  
Photography  
Social Studies

#### BUSINESS EDUCATION

Audio-Visual  
Business Education  
Data Processing & Automation  
English  
Humanities  
Office Education  
Speed Reading Development

Business Administration  
Cooperative Work Experience  
Distributive Education  
Foreign Language  
Mathematics  
Social Studies

#### ENGLISH

Drama  
Fine Arts  
Journalism  
Library Science  
Philology  
Reading  
Teaching English to Bilingual

English  
Grammar  
Language & Humanities (as listed)  
Linguistics  
Philosophy  
Speech  
Teaching Secondary School English

#### HEALTH

#### HOME ECONOMICS

Anthropology  
Dietetics  
Food  
Human Development  
Practical and Fine Arts  
Science Courses

Clothing  
Economics  
Home Economics  
Mathematics  
Psychology



### INDUSTRIAL

Architecture  
Construction  
Engineering  
Guidance  
Industrial Education  
Industrial Relations  
Metallurgy  
Physics  
Skilled Trades  
Vocational Education

Chemistry  
Economics  
Fine Arts  
Industrial Arts  
Industrial Management  
Mathematics  
Mineralogy  
Sciences  
Technical Education

### LANGUAGE AND HUMANITIES

Anthropology  
English Language & Literature  
Germanic Language & Literature  
History  
Literature  
Oriental Languages & Literature  
Religion  
Russian Languages & Literature

Classical Language & Literature  
Fine Arts  
Geography  
Linguistics  
Music  
Philosophy  
Romance Languages & Literature  
Sociology

### INSTRUCTIONAL MATERIALS

Audio-Visual  
Fine Arts  
Languages & Humanities (as listed)

Basic Science  
General Academic Survey Courses  
Library Science

### MATHEMATICS

Accounting  
Astronomy  
Basic Sciences  
Economics (including Theory  
of Games & Operations Research)  
Engineering  
Geophysics  
Independent Research or Study  
Insurance  
Life Science  
Mathematics  
Physical Science

Architecture  
Astrophysics  
Business in Statistics  
Educational Research  
Electronics  
Genetics  
Computer Mathematics (including  
Computer Programming and Numerical  
Analysis)  
Logic  
Mathematics Education  
Statistics

## MUSIC

Acoustics  
Composing  
Counterpoint, Cannon, Fugue  
Fine Arts  
History  
Instrumentation  
Music Education  
Philosophy  
Psychology  
Theory, Harmony

Arranging  
Conducting  
Dictation - Melodic, Harmonic  
Forms and Analysis  
Instrumental Music  
Languages & Humanities (as listed)  
Music Literature  
Physics (Sound)  
Solfeggio  
Vocal Music

## PHYSICAL EDUCATION

Anatomy  
Bio-Chemistry  
Health  
Physiology  
Recreation

Basic Science  
Biology  
Human Development  
Psychology  
Zoology

## READING

Audio-Visual  
Foreign Languages  
Journalism  
Languages & Humanities (as listed)  
Psychology  
Reading  
Statistics

English  
Guidance & Counseling  
Language Arts  
Library Science  
Linguistic Sciences  
Speech Sciences

## SCIENCE

Anatomy  
Astronomy  
Botany  
Computer Programming  
Electronics  
Geography  
Instrumentation  
Mathematics  
Microbiology  
Physiology  
Statistics

Anthropology  
Biophysics  
Chemistry  
Ecology  
Fine Arts  
Geology  
Languages & Humanities (as listed)  
Meterology  
Physics  
Psychology  
Zoology

## SOCIAL STUDIES

Aerospace Studies\*  
Art Courses  
Earth Science  
Geography  
History  
International Relations\*  
Military Science  
Philosophy  
Psychology  
Social Thought  
Statistics

Anthropology  
Audio-Visual  
Economics  
Geology  
Human Development  
Languages & Humanities (as listed)\*  
Music  
Political Science\*  
Scientific Courses  
Sociology

\*Survey, Theory, and History rather than techniques

## SPECIAL EDUCATION

Arithmetic and Quantitative Concepts and Skills  
Arts and Crafts  
Bilingual  
Blind and Partially Sighted  
Cerebral Palsy Child  
Community Resources and the Handicapped Child  
Culturally Deprived  
Education of Hearing Handicapped Curriculum - Language and Speech Development  
Emotionally Disturbed or Maladjusted  
Epileptic Child  
Etiology  
Gifted Child  
Home Making and Industrial Arts  
Indian Education  
Industrial Arts for Special Education  
Language Arts and Communicative Skills  
Mental Retardation  
Methods, Materials, and Curriculum in Special Education  
Multidisciplinary Approach to Problems of Mental Retardation  
Occupational Education for the Special Education Student  
Orthopedically Handicapped  
Physical Education - Corrective Techniques  
Physical Sciences  
Psychological, Social, and Health Aspects of Mental Retardation  
Psychology  
Reading (including remedial)  
Social Sciences  
Speech Correction  
Supervision and Administration of Special Education Programs



RECOMMENDATIONS FOR ADDITION TO FIELDS OF STUDY  
PROFESSIONAL EDUCATION

Courses such as:

Counseling  
Reading  
Evaluation  
Psychology  
Metric Courses  
Dropout Courses  
Courses in the Spanish Language  
Audio-Visual  
English  
Science

Administration  
Curriculum & Instruction  
Exceptional Students  
College of Educational Courses  
Data Processing Courses  
Chemical Awareness  
Typing  
Computer Science  
Math

## APPENDIX L

### FOR INFORMATION ONLY

#### DIRECT DEPOSIT

The Maricopa County Superintendent of Schools office allows the direct deposit of school employee paychecks into the employee's checking or savings account at any of a number of banks including savings and loan associations and credit unions.

Any school District contracted employee may use this feature except those whose wages are being garnished or assigned, those who draw part of their salary from CETA sources, those who are paid from Student Activity Funds, and substitute/temporary employees.

Participants in the direct deposit system will still receive a regular paycheck, marked "void" on the front, with full accounting of all deductions on the stub. This breakout of deductions will still be handed to the employee at the District on payday. Those participating in the direct deposit system will find their total take home pay credited to their checking or savings account at the same time, or sooner (i.e., those paydays falling on a holiday), as those electing to continue physically depositing their warrants. Earnings are normally posted the evening of the date shown on the warrant so that immediate withdrawal on payday at the participating bank should be possible. It is not a recommended practice to begin drawing against the account without first consulting the participating bank or your paycheck for deposit verification. Such a precaution could avoid a potential overdraft.

The direct deposit service is programmed to generate a trial run for a direct deposit set-up as well as for every change submitted. Consequently, those enrolling for direct deposit service as well as those requiring a change to their initial enrollment will experience the trial run - that is the paycheck will be a normal one except for the stub containing the direct deposit information (i.e., bank and account code). This precaution allows the employee to edit all transactions before the actual deposit is made on the following payroll. If a discrepancy exists, Payroll should be contacted immediately, preferably before the cut-off of the following payroll.

The direct deposit service is not programmed to service an enrollment assigning earnings to an account other than the employee (and joint member) named on the deposit slip.

As the credit union system is programmed to accept one (1) payroll deduction, those electing direct deposit to a credit union cannot have voluntary deductions (i.e., loan payments) made to the same credit union. It will be necessary to make arrangements with the credit union to apply earnings internally to the desired accounts at the time of deposit. This internal, transfer flexibility may vary among credit unions. Please contact the appropriate participating credit union for details concerning their direct deposit policy on internal transfers.

The requirements necessary for direct deposit participation are outlined below:

1. Complete and sign a Direct Deposit Authorization Form obtained from the Unit Secretary or Employee Relations Division.
2. For a checking account deposit, attach to the authorization form a deposit slip verifying the information provided on the authorization.  
  
For a savings account deposit, attach to the authorization form a savings identification number request provided and authorized by an appropriate bank teller. (Those whose banks provide their customers with a savings identification card can simply attach a copy of their card to the authorization form.) Omission will prevent the processing of the authorization.
3. Submit to Payroll by the cut-off of the applicable payday.
4. Terminating participation requires the completion of another Direct Deposit Authorization Form providing the same information as the initial enrollment; however, a deposit slip is not necessary.
5. To protect your pay, direct deposit actions will not be accomplished based on telephone calls.
6. 9-, 9 1/2-, 10-Month Contract Employees:

Once direct deposit service is started by less-than-twelve-month employees, it will continue without interruption (except as noted in the next paragraph) unless payroll is notified by another Direct Deposit form to stop or change accounts.

When the balance of contract payroll is run, many less-than-twelve-month employees will have more than one paycheck produced. Only the first check can be direct deposited. Less-than-twelve-month employees are cautioned to inspect paychecks received on the last day of their contracts to determine any that may be negotiable.

The first payroll of the next school year will be a direct deposit as it existed at the end of the 1985-86 school year.

7. Terminating 12-Month Contracted Employees Year-End:

County will end the fiscal year direct depositing only the main check of terminating 12-month employees receiving multiple paychecks due to a balloon payment of sick leave and/or vacation pay - the balance of checks being negotiable for manual depositing.

8. Continuing 12-Month Contracted Employees:

Direct deposit service will remain ongoing for continuing 12-month contracted employees with no interruption during the transition of fiscal years; reenrollment is not required.

9. All Direct Deposit Participants:



Direct deposit service will end on the final payroll (if not sooner) of an employee terminating employment before the end of his/her contract.

Policies and procedures required for direct deposit service are subject to County and/or District system revisions.

The following is a current list of all financial institutions covered by the direct deposit plan. This list of participating financial institutions is subject to change.

#### BANKS

Arizona Bank  
Continental Bank  
First Interstate Bank  
Great Western Bank  
First American National Bank  
Thunderbird Bank  
United Bank of Arizona  
Valley National Bank  
American Bank of Commerce  
Century Bank  
Mission Bank  
Bank of Scottsdale  
Citizens Union Bank  
Bank of Paradise Valley  
Farmers and Merchants Bank  
Community Bank of Arizona  
Grand Canyon State Bank  
Rio Salado Bank  
First Central Bank  
Central Arizona Bank  
Sun National Bank

#### SAVINGS AND LOAN ASSOCIATIONS

First Federal Savings & Loan of Phoenix  
Home Federal Savings & Loan Association  
Pima Savings & Loan Association  
Western Savings & Loan Association  
Southwest Savings & Loan Association  
Security Savings & Loan Association  
Sun State Savings & Loan  
Universal Savings & Loan

#### CREDIT UNIONS

Arizona Central Credit Union  
Arizona State Employees Credit Union  
Arizona TELCO Federal Credit Union  
Desert Schools Federal Credit Union  
Arizona Federal Credit Union  
Tempe Schools Credit Union  
Motorola Credit Union of Arizona

First United State Credit Union  
Western Horizons Federal Credit Union  
Associated Credit Union of Arizona  
San Tan Credit Union  
Salt River Project Credit Union  
Safeway Arizona Federal Credit Union  
Phoenix Honeywell Employees Federal Credit Union  
Grand Canyon Credit Union

## APPENDIX M

### FOR INFORMATION ONLY

#### ESTABLISHING A CHANGE OF NAME

Changing one's name affects the employee's payroll file, certification record (if certification is required) and social security earnings.

Before a name change is submitted to the District, the steps listed below must be followed:

1. Contact the nearest Social Security Office for a name change application. (Form SS-5)
  - a. The social security law requires original or certified documents be furnished showing both old and new names. In some cases, evidence of age and U.S. citizenship are required. Uncertified or notarized photocopies cannot be accepted.
  - b. In approximately 4-6 weeks the new social security card should be received.
2. Those employees whose contracts require certification should, in the meantime, contact the State Department of Education for a name change to their certification. Register the name change with the Maricopa County School Office, 111 South 3rd Avenue, Certification Department.
3. Only upon completion of the above and receipt of the new social security card (or an appropriate authorization from the Social Security Office) should the name change be submitted to the Employee Relations Division office or appropriate unit secretary.
  - a. Complete Personnel Information Change form.
  - b. Complete a new W-4 Federal Withholding Certificate.
  - c. Finally, the certified employee should be willing to sign with the District an affirmation stating his/her responsibility has been met by completing an Affirmation of Name Change to Certification Records.



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830213

This report is authorized by law 29 U.S.C. 2.  
Your voluntary cooperation is needed to make  
the results of this survey comprehensive,  
accurate, and timely.

Form Approved  
O.M.B. No. 1220-0001  
Approval Expires 7/31/87

NOVEMBER 12, 1986

Ext.



ASSISTANT SUPERINTENDENT FOR  
PERSONNEL  
PHOENIX UNION HIGH SCHOOL SYSTEM  
2526 WEST OSBORN ROAD  
PHOENIX , AZ. 85017

PREVIOUS AGREEMENT EXPIRED  
JUNE 30, 1986

Respondent:

We have in our file of collective bargaining agreements a copy of your agreement(s):

Phoenix Ariz Bd of Educ Prof Ees

WITH EDUCATION ASSOCIATION; NATIONAL  
ARIZONA

*Sent under separate cover 11/18/86*  
Would you please send us a copy of your current agreement—with any supplements (e.g., employee-benefit plans) and wage schedules—negotiated to replace or to supplement the expired agreement. If your old agreement has been continued without change or if it is to remain in force until negotiations are concluded, a notation to this effect on this letter will be appreciated.

I should like to remind you that our agreement file is open for your use, except for material submitted with a restriction on public inspection. You may return this form and your agreement in the enclosed envelope which requires no postage.

Sincerely yours,

*Janet L. Norwood*

JANET L. NORWOOD  
Commissioner

PLEASE RETURN THIS LETTER WITH  
YOUR RESPONSE OR AGREEMENT(S).

If more than one agreement, use back of form for each document. (Please Print)

1. Approximate number of employees involved 1056
2. Number and location of establishments covered by agreement Eight comprehensive high schools, one vocational high school plus 5 alternative program sites in Phoenix, AZ
3. Product, service, or type of business Public High School District
4. If your agreement has been extended, indicate new expiration date 6/30/87

Roger C. Romero, Ed.D., Assistant Superintendent for Employee Relations 602-271-3118  
Your Name and Position Area Code/Telephone Number

2526 W. Osborn Rd., #5, Phoenix, AZ 85017  
Address

City/State/ZIP Code